

Institution	Vytautas Magnus University
Department / Unit	Faculty of Humanities
Activities of the Department / Unit	<p>Faculty of Humanities consists of the Dean's office and five departments:</p> <ul style="list-style-type: none"> • Department of History, • Department of Cultural Studies, • Department of Philosophy, • Department of Foreign Language, Literary and Translation Studies, • Department of Lithuanian Studies. <p>Different institutes and research centers. In the spirit of Artes liberales, the mission of the Faculty is to cherish humanistic and humanitarian culture and values, to research the uniqueness of Lithuanian culture and to promote it on an international scale, to nurture civic, national and European self-awareness and to foster Lithuanian studies and multilingual research.</p>
Address	V. Putvinskio g. 23.
Contact Details	E-Mail greta.garnyte@vdu.lt
Working Hours	Monday – Thursday 08:00-17:00 Friday 08:00-16.45 Lunch Break 12:00-12.45
Number of Traineeship Places	4

Traineeship description:

Tasks	Required Skills and Knowledge
<p>Task will depend on the skills of the trainee.</p> <p>Following tasks may be formed:</p> <ol style="list-style-type: none"> 1. Communication with students and teachers 2. Various help regarding Lithuanian Language and Culture Summer course 3. Help with marketing, social media 4. HMF website 5. Assistance to lecturers 6. Documentation, etc. 	<ul style="list-style-type: none"> - Good verbal and written communication skills - Paid attention to details - Creative approach and initiative - Efficiency at MS Office <p>Desired but not essential skills:</p> <ul style="list-style-type: none"> - Knowing other foreign languages - Understanding and having ideas for marketing, social media platforms - Background in graphic design - Studies/ Traineeships abroad

ADDITIONAL INFORMATION:

Start date: any time

Length of traineeship: 2 months

Hours per week: in the office 20 hours / at home 0 hours

Language Requirements (CERF): English B2 or French, German, Italian language skills.

Preferred field of study: From the field of Humanities

Other: working place, computer and printing facilities will be provided; tasks will be assigned according to students' theoretical knowledge and practical skills as well as the length of the internship.