



**RIGA TECHNICAL
UNIVERSITY
(LATVIA)**

**POSITION AVAILABLE
FOR STUDENT INTERNSHIP OR
ERASMUS STUDENT WORK PLACEMENT
WITHIN THE INTERNATIONAL RELATIONS
DEPARTMENT**

Department	International Relations Department (IRD)
Position title	Student Intern / Erasmus Student Work Placement
Duration	5 – 12 months (longer duration may be possible on application)
Starting date	January, 2014
Working hours	Monday to Friday, 8.30 – 17.00 with 1 hour lunch break
Accommodation	We can assist with finding accommodation
Remuneration	The student is expected to have an Erasmus Scholarship or other financial support from his/her home university

Short description of the Riga Technical University (RTU) and International Relations Department (IRD)

RTU is the first technical university in the Baltic countries – its history dates back to 1862. Long lasting traditions, advanced teaching methods, new technologies and innovative approach provide the University with the opportunity to ensure research excellence and offer exciting full-time or part-time studies in RTU in Engineering Sciences, Technologies, Natural and Environmental Sciences as well as in Architecture and Engineering Economics. RTU is an accredited, internationally recognised European university that consists of 8 faculties and 35 institutes. It is the second largest university in Latvia by number of students (~14 000).

More information: www.rtu.lv

The IRD is formed in two units: International Mobility Unit (IMU) and International Institutional Cooperation Unit (IICU). The IRD team currently consists of five staff members, including the IRD director, head and project manager of the IMU and head and project manager of the IICU.

Main responsibilities

Supporting the IRD team in all activities

Various kinds of relevant and general administrative and office duties

Tasks related to formalities for outgoing RTU students

Public relation tasks (e.g. writing articles for the RTU website, etc.)

Person profile – essential knowledge, skills and experience required

Preferably student enrolled on a bachelor or master level degree course

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International Relations Department**
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Fluent of English (spoken and written)
Proficient in MO applications: Outlook, Word, Excel, Power Point
Able to be diplomatic in problematic situations
Strong communication skills and intercultural awareness
Ability to research information and produce concise reports on findings
Ability to organize and deliver multiple priorities within tight deadlines
A working knowledge of EU-funded mobility programmes would be useful
Application procedure
Students should submit their CV together with a covering letter describing why they would like to apply and when they propose to start the internship. Students must also supply the names and contact details of 1 – 2 referees who can be contacted by RTU. Applications should be sent to e-mail Renate.Roga@rtu.lv by 30 October, 2013
Contact details for additional information
In case of any further questions, please do not hesitate to get in touch and send in your inquiries to Ms. Renate Roga at Renate.Roga@rtu.lv