



Erasmus+



ERASMUS+ STUDENT PLACEMENT OFFER

Tallinn University of Technology

Unit	International Recruitment and Admissions Division, Office of Academic Affairs
Location	Ehitajate tee 5, 19086 Tallinn, ESTONIA
Short Description of the Unit	Coordinates and manages recruitment and admission for TalTech Bachelor and Master level programmes in English for international students.
<u>Field of the internship</u>	<u>International Admission Assistant</u>
Tasks of the intern	<ul style="list-style-type: none"> • Collecting and managing a registry for hard copy documents sent by the applicants. • Being responsible for sending correctly formed documents to Estonian ENIC/NARIC Centre. • Consulting international students and prospective candidates on spot, via email or phone. • Managing TalTech language test database. • Contacting candidates who have not fulfilled requirements by deadlines. • Assisting with other international admission related tasks on rolling bases.
Financial or any other contribution	No
Duration	5-6 months (starting from March)
Requirements for the intern	Good knowledge of English (other language skills considered as an advantage), punctual and detail oriented, quick learner, interested in intercultural communication.
Contact person in the Unit	Jete-Maria Vürmer – jetemaria.vurmer@taltech.ee
Contact person for applying	Kadri Pärtel – kadri.partel@taltech.ee <u>APPLICATION DEADLINE 20.12.2018 or until the most suitable intern is found.</u>