

Position Available: Erasmus+ Traineeship within Erasmus+ and Study Abroad Office, Department for Global Opportunities

Department: Global Opportunities, University of Lincoln (department of 5 persons)

Responsible to: Laura McCarthy, International Mobility Manager and Erasmus+ Institutional Coordinator, and working alongside our International Mobility Officer

Hours of work: 30 hours per week (Office hours are Monday-Friday 09.00-16:00 with one hour for lunch)

Salary: Unpaid (position supported by Erasmus+ Traineeship grant supplied by sending institution)

Benefits: Help with finding University accommodation will be provided. We will also provide a lunch voucher worth £5 per working day.

Holidays: 2 days per month of work

Dates: Variable – Start January/February 2020 for either 3-6 months subject to candidate availability

Main purpose:

This is an opportunity for a motivated European student to gain familiarity in a British working environment and to build on their English language skills in a professional setting. The main purpose is to gain experience of working in the Erasmus+ and Study Abroad Office at the University of Lincoln, specifically focusing on the administration of our Erasmus+ KA103 Student and Staff Exchange projects, as well as supporting the office in short term mobility projects.

This Traineeship provides a unique opportunity to learn about how Erasmus+ partnerships work in practice, and the benefits, challenges and administrative processes for both outgoing and incoming students and staff. It will also provide opportunities for the trainee to engage with a number of working Professional Services Departments within a British higher education setting.

Main duties:

- Supporting the Erasmus+ and Study Abroad Office on various aspects of the administration of the Erasmus+ programme, and Erasmus+ Student and Staff Exchanges
- Processing Erasmus+ paperwork for student and staff exchange participants
- Interacting with international and domestic students and staff on a daily basis by answering emails and phone calls and face-to-face contact
- Conducting research related to the benefits and challenges of short term mobility
- Writing outward-facing reports and guidance to disseminate to students and staff about short and long term outward mobility
- Providing additional support for Erasmus+ and Study Abroad Advisers during busy periods
- Undertaking other relevant duties as a part of the wider team in the Global Opportunities Department



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Qualifications, knowledge, experience and skills required: (*Criteria to be used to shortlist candidates for interview)

Essential

- Completed at least two years of university study*
- A working knowledge of the English language (as a second language)* Minimum CEFR B2.
- Flexibility to perform a range of tasks, including basic administrative work
- Good written* and spoken communication skills, and the ability to communicate effectively with people whose first language is not English
- Computer-literate: competent in the use of Excel, Word, online databases and electronic communications
- Good interpersonal skills.
- Cultural awareness and sensitivity to deal with international students and staff.

Desirable

- Knowledge of a third European language

The University

Situated in the heart of a beautiful and historic city, the University of Lincoln has established an international reputation for the quality of its teaching and research. Lincoln is ranked 17th overall in the UK in The Guardian University Guide 2020, and is a top 50 UK university in the Complete University Guide 2020.

Lincoln was awarded Gold – the highest standard possible - in the national Teaching Excellence Framework (TEF) 2017, an independent assessment of teaching quality in UK higher education. This award reflects our exciting teaching methods, great support for students and excellent employment outcomes.

In our last institutional review by the UK's Quality Assurance Agency, we were commended for our approach to enhancing students' learning opportunities through our ground-breaking Student as Producer initiative, which engages all students in real academic research.

More information:

Mrs Laura McCarthy, Erasmus+ Institutional Coordinator, International Mobility Manager
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How to apply: Please fill out the attached application form and return to the above email address. Due to the vast difference in CV standards across Europe, we will only accept applications using our form to ensure fair comparison between candidates.