



Erasmus+



## ERASMUS+ STUDENT PLACEMENT OFFER

### Tallinn University of Technology

<b>Unit</b>	International Recruitment and Admissions Division, Office of Academic Affairs
<b>Location</b>	Ehitajate tee 5, 19086 Tallinn, ESTONIA
<b>Short Description of the Unit</b>	Coordinates and manages recruitment and admission for TalTech Bachelor and Master level programmes in English for international students.
<b>Placement offered</b>	International admission assistant
<b>Tasks of the trainee</b>	<ul style="list-style-type: none"><li>• Collecting and managing a registry for hard copy documents sent by the applicants;</li><li>• Being responsible for sending correctly formed documents to Estonian ENIC/NARIC Centre;</li><li>• Consulting international students and prospective candidates on spot, via email or phone;</li><li>• Managing admissions database;</li><li>• Statistics and analyses;</li><li>• Contacting candidates who have not fulfilled requirements by deadlines;</li><li>• Assisting with other international admission related tasks on rolling bases.</li></ul>
<b>Financial or any other contribution</b>	No salary, Erasmus+ scholarship from your own university.
<b>Duration</b>	6-7 months (starting from February)
<b>Requirements for the trainee</b>	Good knowledge in English (other language skills considered as an advantage), punctual and detailed orientated, quick learner, interested in intercultural communication.  Please send us your CV and motivational letter.
<b>Contact person for applying</b>	Please send your documents to Marilyn Hallik – marilin.hallik@taltech.ee