



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><u>Field of the internship</u></b>	<b><u>International Admission Assistant</u></b>
<b>Tasks of the intern</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 TalTech language test database.</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
<b>Duration</b>	5-6 months (starting from March)
<b>Requirements for the intern</b>	Good knowledge of English (other language skills considered as an advantage), punctual and detail oriented, quick learner, interested in intercultural communication.
<b>Contact person in the Unit</b>	Jete-Maria Vürmer – <a href="mailto:jetemaria.vurmer@taltech.ee">jetemaria.vurmer@taltech.ee</a>
<b>Contact person for applying</b>	Kadri Pärtel – <a href="mailto:kadri.partel@taltech.ee">kadri.partel@taltech.ee</a> <b><u>APPLICATION DEADLINE 20.12.2018 or until the most suitable intern is found.</u></b>