

# Mykolas Romeris University

## The company

Location	Vilnius, Lithuania
Type of business	International Mobility and Students office, International Office at Mykolas Romeris University
Internship function	Administration
Internship dates	2 - 12 months, flexible dates

## Trainee's profile

Languages required	English B2 (oral and written)
Faculty / Education	Social Sciences (management, administration, communication) or English Language Philology
Level of study	Undergraduate / graduate/ recent graduate
Personal skills	<ul style="list-style-type: none"><li>● Willingness to learn</li><li>● Multicultural communication skills</li><li>● Ability to write/prepare texts in the English language</li></ul>

## Job description

### Job content

Administrative tasks, documents and database management, organizing events, information preparation and distribution, international students counseling, supporting activities to the staff members of the International Mobility and Students office.

### What we offer

- Multicultural environment
- Modern University, cozy workplace
- Possibility to use University's indoor and outdoor gym
- Cheap accommodation, 7-minute walk from the office
- Flexible working hours (must arrange in advance)
- Free language courses at the University (must arrange in advance)
- A mentor from ESN MRU Vilnius section who will help you during your stay in Lithuania