



Os Serviços de Relações Internacionais divulgam informação sobre a seguinte oferta de estágio internacional:

Entidade:	Tallinn University of Technology
Website:	www.taltech.ee
Oferta de estágio em:	International Admission Assistant
Localização:	Estónia
Procedimento de candidatura:	Os interessados deverão contactar: kadri.partel@taltech.ee

Oferta recebida em	26 de novembro de 2018
Anúncio:	<p>Dear Students,</p> <p>I am happy to announce we are looking for an intern - International Admission Assistant – at Tallinn University of Technology.</p> <p>The internship duration is 5 to 6 months, starting from March 2019.</p> <p>Tasks of the intern are following:</p> <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. <p>Requirements for the intern:</p> <ul style="list-style-type: none"> • Good knowledge of English. • Punctual and detail oriented. • Quick learner. • Interested in intercultural communication. <p>In order to apply, please send your CV, Motivation Letter, Transcript of Records and English language certificate to kadri.partel@taltech.ee.</p> <p>APPLICATION DEADLINE: 20.12.2018 or until the most suitable intern is found!</p>

Additional information: <https://www.ttu.ee/studying/exchange-studies/internship-31/incoming-internship/>

In case of questions, do not hesitate to contact me: kadri.partel@taltech.ee

Best regards,

Kadri Pärtel

International Mobility Officer

Mobility Centre, Office of Academic Affairs

Tallinn University of Technology

Tel +372 620 3510

kadri.partel@taltech.ee

www.taltech.ee/en

**TAL
TECH**

Salientamos que o programa Erasmus+ permite a realização de três tipologias de estágio: curricular, extracurricular e recém-graduado (informações adicionais em: <https://alunos.uminho.pt/PT/estudantes/programasmobilidade/Paginas/EstagiosErasmus.aspx>).

Será importante referir que a possibilidade de atribuição de uma bolsa Erasmus Placement ao candidato selecionado estará sempre dependente do cumprimento dos requisitos de elegibilidade associados ao Programa Erasmus+. Para a formalização deste processo o estudante deverá contactar os SRI (erasmusplacement@sri.uminho.pt).

NO BOUNDARIES

SEM BARREIRAS

Serviços de Relações Internacionais

Universidade do Minho

Campus de Gualtar

4710-057 Braga

Tel: +351-253-604505

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Campus de Azurém

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Tel: +351-253-510169

sri@sri.uminho.pt | <http://www.uminho.pt>

alunos.uminho.pt | www.uminho.pt

Siga-nos  



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>