



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.
Placement offered	International admission assistant
Tasks of the trainee	<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 admissions database;• Statistics and analyses;• 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 salary, Erasmus+ scholarship from your own university.
Duration	6-7 months (starting from February)
Requirements for the trainee	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.
Contact person for applying	Please send your documents to Marilyn Hallik – marilyn.hallik@taltech.ee