



## ERASMUS+ TRAINEESHIP FORM

**Profile of the Host Department /Service at CUT:**

**Environmental Policy Office.**

**Responsible for the implementation of the Environmental Policy of the University. Environmental Management System coordinator of the University.**

### Main Responsibilities

**Please provide a short Description of the main responsibilities of the trainee:**

This role is a unique opportunity for interns to gain experience from an Environmental Policy Office of a Mediterranean University. This region is unique in the case of environmental and sustainable engagement since the norms and habits are very conservative in accepting new behaviors and trends. Having this in mind, the challenge of working in this office will be unique and interesting since all the work done has to have an innovative factor in order to be understood and accepted. There will be opportunities to work with the relevant academic department and also with the Department of Environment of the Ministry.

Responsibilities may include

1. Market research
2. Student and staff Engagement
3. Green Office project management
4. New project research and development
5. Data analysis
6. Paperwork preparation
7. Anything relevant with the office procedures and work

### Knowledge, skills and competences to be acquired by the trainee at the end of the traineeship

**Please provide a short Description:**

This is an opportunity for the trainee to gain experience in working in an Environmental Policy Office of a small Mediterranean University. The trainee by the end of the traineeship period is expected to gain basic skills on how to overall manage the office and environmentally engaging a community in the Mediterranean region which is unique in norms and habits. Also, experience will be gained on how to set and implement your office's own goals using the bottom up procedure.

**Responsible Contact Person/Mentor throughout the Traineeship Period:**

**Please provide the name and email address of the responsible contact person mentor/ throughout the traineeship period:**

**Andreas Dionyssiou**

**Coordinator of the Environmental Policy Office**

**Energy Management Engineer**

**andreas.dionyssiou@cut.ac.cy**

### Working Hours

38 hours/week- 5 days a week

### Provisional Start date and End date ( dates are subject to approval by the Sending Institution)

**Start Date:** Click here to enter text.

**End Date:** Click here to enter text.

### Required Qualifications

**Desired Level of Studies** *(Please choose-multiple choices are possible)*

Undergraduate     Post-graduate     Doctoral     Recent Graduate     No preference

**Linguistic Skills** *(Please refer to the desired linguistic skills, e.g. Fluency in English both oral and written and/or other languages)*

**Fluency in English both oral and written**

**Greek speaking and/or writing will be held as an advantage**

### Academic and Other Qualifications *(Please refer to the desired academic qualifications)*

- Educated to at least undergraduate level in Environmental Sciences/Management, Engineering, Energy Engineering/Management, Environmental Health, Earth sciences and Physics.
- Demonstrate a genuine interest in and understanding of environmental issues
- Proficiency in Computer Skills and use of Social media
- Highly efficient.
- Team working
- Excellent at customer service- enjoy delighting people
- High level of communication and interpersonal skills and the ability to adopt to a multicultural /multinational environment;
- High level of organizational, analytical and problem-solving skills.
- Thinking out of the box

### Application Procedure and Deadline

If all of the above sounds exactly like you then send us your CV and a brief cover note explaining:

1. Why you would like to have an Erasmus+ traineeship period at CUT.
2. Why you feel you would be ideal for the role.

Email us at [incoming@cut.ac.cy](mailto:incoming@cut.ac.cy) with Subject Title: ERASMUS+ traineeship@CUT

Deadline: ( to be filled by the Erasmus Office)

