



ERASMUS+ TRAINEESHIP FORM

Profile of the Host Department /Service at CUT:

Finance Service (Payroll Office)

Main Responsibilities

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

Example of a short description of responsibilities follows:

“This role is a unique opportunity for ambitious interns to build their career in International Relations and Student exchanges. Working alongside with your mentor/s you will be involved in all kinds of activities related to the procedures concerning contacting Universities and enterprises abroad, establishing good contact, hosting International Staff and Students, providing opportunities to outbound students for studies or traineeships abroad. This is a pivotal role within our small team”

- *Responsibilities may include*
- *assisting in developing and revising various official documents, university profiles and other related material,*
- *ensuring the information on erasmus website and promotional material is accurate and up to date;*
- *deal with matters related to incoming/outgoing staff and student mobility,*
- *guiding perspective applicants through the application process*
- *keeping abreast of new strategies for attracting international mobility,*
- *helping in organizing promotional events and outreach activities;*

Click or tap here to enter text.

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

Please provide a short Description:

Example follows:

“This is a unique opportunity for the trainee to gain insight and knowledge on current affairs concerning the internationalization of Higher Education and to get acquainted with various international programs. The trainee by the end of the traineeship period, is expected to have basic skills in finding and applying under European /international funded programs, contacting successfully with potential Academic partners and companies, and gaining competence in liaising fruitfully and efficiently with colleagues home and abroad”

The trainee will have the opportunity to learn the Payroll Office activities and procedures and gain Knowledge of an accounting/payroll system.

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:

Thekla Michaelidou – Accountant – thekla.michaelidou@cut.ac.cy

Elena Demetriou Panayiotou – University Officer (Accounting issues) – elena.demetriou@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)

Preferably a person who speaks Greek (Greek / Cypriot native)

Very well English writing and speaking skills

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

Example follows:

- *Educated to at least undergraduate/postgraduate/doctoral level in European Studies, Cultural Studies, International Relations*
 - *Proficiency in Computer Skills and use of Social media*
 - *Strong attention to detail*
 - *Highly efficient.*
 - *Ability to meet deadlines*
 - *Excellent at customer service- enjoy delighting people*
 - *Ability to multitask and change priorities with minimum supervision;*
 - *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.*
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- **Computer Skills (Microsoft Office -Excel, Word etc)**
 - **LCCI Elementary or any other Higher level knowledge**
 - **Confidentiality**
 - **Ability to meet deadlines**
 - **High level of communication**
 - **Strong attention to detail**

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 with Subject Title: ERASMUS+ traineeship@CUT

Deadline: (to be filled by the Erasmus Office)