



ERASMUS+ TRAINEESHIP FORM

Profile of the Host Department /Service at CUT:

Studies Office: The Studies Office is responsible for the entire student life cycle at the University. From their registration till their graduation. The office maintains student records, preparing timetables, exam programs, prepares the system for recordings in semesters / courses, announces study positions (masters, doctorates, transfers etc.), carries out graduation process with the cooperation of the Departments (prepares transcripts, degrees, certificates, diploma supplement etc)

Main Responsibilities

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

The job of the Studies Office is mainly clerical and requires much patience and concentration. It has to do with registration, timetables , records and transfer procedures that need much attention and awareness

- *Entering data in the system (personal information, grades, holds for students)*
- *Overall check of registration for semester and registration for classes*
- *Working knowledge of excel to prepare course timetables (required knowledge of excel)*
- *Student Support and Academics (phone calls and face to face interaction)*
- *Overall help with Studies (like filing)*

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

Please provide a short Description:

- Excellent Knowledge of Greek Language and Good English
- Very good knowledge of E / PC (Microsoft / mainly excel programs)
- Good communication and interpersonal relations
- Professionalism and consistency
- Integrity , confidentiality, organizational ability , initiative , sound judgment , reliability and responsibility

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:

Name: Maria Keliri

Email: maria.keliri@cut.ac.cy

Position: Studies Administrator

Tel: 00357 25 002531

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:

End Date:

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)*

Excellent Knowledge of Greek Language and Good English

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

At least to have graduated from Bachelors degree

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)

