

Internship offer for a EUniWell Erasmus+ student

Linnaeus University in Kalmar and Växjö, Sweden offers an internship as an administrative assistant at the [Office of External Relations](#). The internship is full time, 40 hours per week, starting anytime in April, 2025 and to the end of June. Time for writing a report and relay information about activities back to the home university is included in the time allocated for the internship.

The Office of External Relations is a unit within Linnaeus University central administration, that gathers competence and skills within innovation, collaboration, internationalisation, and external funding. This internship will primarily focus on working with the team International Strategy.

A main assignment will be to work with the preparation and implementation of a staff training week within the GaNoM-project which will take place 2-6 June. It is arranged as an EU-project with other partners including University of Murcia.

The working language will be English. Tasks for the event include to; update the Visitor's Guide, manage email correspondence and applications, letters of invitation, compiling various lists and bookings, manage social media and assist with practical details before, during and after the event.

Another assignment will be to work with events and activities related to our European University Alliance EUniWell, mainly focusing on student communication and student engagement. The internship may also include work with general administrative tasks at the Office of external relations.

Benefits: The internship is an unpaid position however, the intern will receive free student accommodation during the traineeship period, paid and arranged by Linnaeus University.

Skills: Communication skills (incl. social media), Administrative skills, Cooperation skills, Project management skills

Requirements:

- You must be registered in a EUniWell higher education institution (Birmingham, Cologne, Florence, Inalco, Murcia, Nantes, Konstanz, Santiago de Compostela, and Semmelweis)
- You must be enrolled in studies leading to a recognised degree or be a recent graduate from a recognised degree.
- The internship should professionally relate to your on-going or recently completed studies (bachelor or master level)
- English: Proficient User C1
- An endorsement from the home university, stating that you will be allocated an Erasmus+ grant for the traineeship position (it is required that you come as an Erasmus+ student).
- A CV and a Motivation Letter

The deadline to apply is March 23rd. Applications are to be sent to intrel@lnu.se