**Erasmus+ Traineeship in Sweden, Faculty of Arts and Humanities, Linnaeus University**

Sweden, Växjö

**General information**

**Duration:**

5 months

**Commitment:**

Full-time

**Description:**

The Faculty of Arts and Humanities is one of five faculties at Linnaeus University. We offer a flexible and international environment for learning. Together we form a creative and inclusive environment where the relations between staff and students are informal and open. In the Faculty of Arts and Humanities we are currently working on highlighting study abroad possibilities for our students. This means that we are both working on the administrative as well as qualitative input and outcomes involved in student exchanges.

**We are looking to recruit an Erasmus+ trainee who is currently studying on master level (2nd cycle) or a recent graduate for a period of around 5 months during the spring semester 2018 (January 15 to June 21).**

**Who are we looking for?**

We are looking for someone whose English proficiency level is high and who takes an interest in educational administration with a focus on international work. The potential intern should be able to work independently with projects. The potential intern will be working under the supervision of the Head of Faculty Administration and the Faculty’s International Group. The role will involve training in a genuine university environment, where the candidate is expected to take on some important general administrative tasks but the focus for this position will be to help manage and create a stucture for research students and their international possibilities at the faculty as well as spreading information about the benefit of international experience to bachelor and master students.

The internship is full time, 40 hours per week and will start in the spring semester 2018 (15th of January). Time for writing a report and relay information about activities back to the home university is included in the time allocated for the traineeship.

**Requirements**  
This opportunity is open for master students or recent graduates from a master programme registered in a higher education institution holding an Erasmus+ Charter for Higher Education. Benefits The internship is an unpaid position, but the candidate will receive paid accommodation, arranged by Linnaeus University and the Faculty of Arts and Humanities, during the whole internship period.

**What do I need in order to apply?**

We will ask you to send in the below documents via email after you have applied through erasmusintern.org, the first of these requests will be sent out in the middle of August 2017.

* **Proof of registration or recent graduation on master level (2nd cycle) from a Higher Education Institution with the Erasmus+ Charter for Higher Education**  
  -To apply students must be registered in a higher education institution and enrolled in studies leading to a recognized degree or be a recent graduate from a recognized degree.
* **The traineeship must be professionally relevant to your on-going or past studies**
* **An endorsement from the home university stating that you are eligible for a traineeship grant**  
  -To be able to start the traineeship you need to have an approved Erasmus+ Traineeship Grant from your own higher education institution.

**The last day to apply is October 1 and we will send a notification to all elegible applications on October 16.**

**Endorsment from previous Trainee**  
*"I can highly recommend to apply for an Erasmus+ Traineeship at the Faculty of Arts and Humanities at Linnaeus University. It will give you the chance not only to work independently and in an environment which is friendly, open-minded and supportive, but it also gives you a unique insight into University life from a complete different point of view. You won’t be a student attending lectures, but you will be a trainee giving presentations for students to help them making the best out of their study time and international possibilities. The experiences I got are various and inspiring. I could improve my English and Swedish language skills, my presentation skills and I could gain important work experiences helping me later to be more self-confident in taking initiative and coming up with new creative ideas."*  
**Erasmus+ Trainee at FKH Linnaeus University 2017, Luisa Stier**

**Compensation:**

Financial compensation

Accommodation

**Years of Experience required:**

No

**Link:**

[https://lnu.se/en/meet-linnaeus-university/Organisation/faculty-of-arts-and-huma...](https://lnu.se/en/meet-linnaeus-university/Organisation/faculty-of-arts-and-humanities)

**Additional Information**

Application is made exclusively from the erasmusintern.org website, deadline for application is final. Applicants who do not send in the required documents will not be considered for the position. Questions regarding the internship can be sent to: studyabroad.fkh@lnu.se The study abroad office at the Faculty of Arts and Humanities is closed until the beginning of August, any questions sent during the summer holidays will be dealt with in the beginning of August 2017.