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Now Hiring: Head of International Relations Unit

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The European Humanities University (EHU) is a private, non-profit liberal arts university founded in Minsk in 1992. Celebrating its 20th anniversary this academic year, EHU has been headquartered in Vilnius, Lithuania since authorities expelled it from Belarus in 2004. It serves nearly 2,000 mostly Belarusian students, offering in-residence and low-residence undergraduate and graduate degree programs and promoting research in the humanities and social sciences.

EHU is looking for the Head of International Relations Unit **at the Department for Development and International Relations for the period of 1 year.**

Employment starts: February , 2012 .

Application deadline: 16 January, 2012.

ССЫЛКИ ПО ТЕМЕ

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Position Description:	Head of the International Relations Unit
Title:	Head of the International Relations Unit
Unit/Department:	International Relations Unit, Department of Development and International Relations
Reports to:	Vice-Rector for Development and International Relations
Overall responsibility:	Vice-Rector for Development and International Relations
Location:	Vilnius, Lithuania
Type:	Full-Time: 40 hours per week
Working languages:	English, Lithuanian, Russian (additional languages are an asset)

Position Summary

The **Head of the International Relations Unit** supports the development of institutional cooperation; manages mobility schemes for faculty, students and staff.

Key Duties

1. Plans and establishes annual operation strategies as well as other related documents regulating international cooperation and internationalization in close cooperation with the university leadership.
2. Administers and manages exchange and mobility programs (e.g., Erasmus, Campus Europae and others).
3. Plans, manages, and reports on the Erasmus grant budget as well as additional finances used for incoming lecturers, promotion of studies abroad, information material, Erasmus activities in cooperation with the Head of Department and Finance Department.
4. Documents and archives all necessary documents.
5. Prepares regular reports and addresses all questions/inquires related international cooperation and internationalization.
6. Initiates and prepares cooperation agreements with universities and international organizations; handles all questions related to membership in international university organizations and networks.
7. Serves as a focal point for establishing international contacts and cooperation.
8. Responsible for organizing and hosting visits by international guests, incoming lecturers in the framework of mobility programs, and other visitors.
9. Serves as the ECTS (European Credit Transfer System)/ Erasmus Institutional Coordinator and is responsible for ensuring the proper usage of ECTS in cooperation with the Heads of Academic Departments; is authority in all cases of ECTS transfer, coordinates the preparation, production and distribution to partners of the information package(s) with the departmental coordinator(s). Responsible for contractual arrangements with the European Commission and with the National Grant-Awarding Authority within the framework for mobility programs.
10. Serves as the Campus Europae coordinator and is responsible for ensuring proper implementation of the exchange program as well as the coordination of subject committee members and CE student representatives.
11. Works closely with the Communications and Marketing Unit in promoting the

- university to foreign students.
12. Other duties as assigned.
 13. Organizes and supervises Erasmus competetitions and all issues realted to incoming and outgoing students.

Position Requirements

1. Excellent skills in **English** – general ability to express clearly and concisely ideas and concepts in written and oral form; working knowledge of Lithuanian and Russian.
2. Master’s Education or equivalent professional work experience in international cooperation combined with a university degree in a related field.
3. Experience in international relations, preferably in university environment.
4. Service oriented attitude.
5. Well-developed organizational, analytical and computer skills.
6. Good problem-solving skills and ability to meet deadlines under pressure.
7. The ability to manage and complete multiple project assignments.
8. Ability to work on budgeting and perform detailed administrative work.
9. Good interpersonal skills – ability to work closely in a team and cooperate effectively in a diverse and challenging setting, taking into account cultural and language difficulties.

Required documents:

Please deliver a curriculum vita, cover letter, copies of ID or passports, diplomas, scientific degree, attended courses (if you have such) to EHU or send by e-mail. Please have original documents during the interview.

Deliver documents to: The European Humanities University (EHU) Tauro st. 12, LT-01114, Vilnius. Contact person: Ona Valaitienė, + 370 5 263 9654, e-mail: jobs@ehu.lt

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