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## Internships at the Rectorate of the Open University of Cyprus

The Rectorate of the [Open University of Cyprus](https://www.ouc.ac.cy) welcomes applications for an intern (undergraduate or postgraduate student and/or recent graduate) within the framework of the Erasmus+ International Mobility Programme. Erasmus+ funding is provided by the Open University of Cyprus.

### Information about the Open University of Cyprus:

Open University of Cyprus (OUC) is a **public Higher Education Institution**, operating under the effective control of the Ministry of Education and Culture of the Republic of Cyprus. Established in 2002, OUC is the country's only University devoted entirely to open and distance higher education and lifelong learning. Open University of Cyprus offers interdisciplinary, career-oriented, academically rigorous and creatively stimulating Bachelor's, Master's and PhD degree programmes.

### Information about the Internships:

Applications' deadline: **February 19th, 2023**

Traineeship period: Can start in mid-March 2023 or later, and needs to end by 31 July 2023

Working Languages: English (fluency B2)

Duration: 2 - 4 months

Working Hours per Week: 35 (5 days per week, Monday to Friday)

### Key tasks of the two interns:

#### A. Administrative support for the International Relations Unit

- Administrative support for the European and international programmes of the Open University of Cyprus.
- Administrative support to the OUC Mobility Office (key responsibilities include: providing information to students and staff of OUC and partner universities regarding Erasmus+ mobility actions, supporting the design of information material (both printed and online), drafting Erasmus+ bilateral agreements, etc.).
- Administrative support to the Rectorate services (key responsibilities include: preparation of presentations, letters and documents).
- Administrative support for issues related to the University's international collaborations (key responsibilities include: research potential partner universities, assist in drafting memorandum of collaboration and bilateral agreements etc.).

## B. Graphic design for the Communications Unit

- Conceptualization, design and production of visual solutions for a wide variety of formats and dissemination outputs for Open University of Cyprus. These can include: banner design, flyers design, design of booklets, animated banners, banners for social media, infographics etc.
- Interns will also perform a variety of tasks related to producing and publishing products, including editing, creating, and processing text and graphic products for web, and hardcopy dissemination.
- Assisting in OUC's video production and editing (i.e. prepare videos for OUC YouTube Channel, editing videos of various lectures and events, etc.).
- Administrative support for tasks related to the University's Communications Office (that can include duties, such as assist in organising press conferences, Erasmus+ promotional events and outreach activities, assist in designing information brochures, promotional material, press releases, OUC social media etc.).

The intern will be located at the University's headquarters in Latsia, Nicosia, Cyprus.

Open University of Cyprus will not provide financial contribution over and above the Erasmus+ grant that the home University will provide to the successful applicant.

### Applications:

Interested applications should submit the following documents: Curriculum Vitae, Cover Letter indicating, amongst others, the interest to undertake an Erasmus+ traineeship period at the Open University of Cyprus.

Applications from nominated students should be submitted electronically at <https://forms.office.com/e/Ob6iDFwbTW> which additional documents (e.g. CV, motivation letter at [erasmus@ouc.ac.cy](mailto:erasmus@ouc.ac.cy) by the abovementioned deadline, i.e. February 19th, 2023.

### For further information:

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