

Fluent of English (spoken and written)
Proficient in MO applications: Outlook, Word, Excel, Power Point
Able to be diplomatic in problematic situations
Strong communication skills and intercultural awareness
Ability to research information and produce concise reports on findings
Ability to organize and deliver multiple priorities within tight deadlines
A working knowledge of EU-funded mobility programmes would be useful
Application procedure
Students should submit their CV together with a covering letter describing why they would like to apply and when they propose to start the internship. Students must also supply the names and contact details of 1 – 2 referees who can be contacted by RTU.
Applications should be sent to e-mail Renate.Roga@rtu.lv by 30 October, 2013
Contact details for additional information
In case of any further questions, please do not hesitate to get in touch and send in your inquiries to Ms. Renate Roga at Renate.Roga@rtu.lv