INTERNATIONAL OFFICE OF THE FACULTY OF BUSINESS AND ECONOMICS,
UNIVERSITY OF PÉCS

COMPANY	International Office of the Faculty of Business and Economics, University of Pécs
LOCATION	Rákóczi str. 80. Pécs, Hungary
MAIN AREAS OF ACTIVITY	administrative tasks, database management, event organization, management of social media activities, administrative support for students, back-office work
DETAILED DE-SCRIPTION OF ACTIVITIES	02/2019 orientation for newcomers, event organization, administrative support 03/2019 administrative support, back-office work, database management, social media activities 04/2019 application evaluation, administrative support, back office work, database management, social media activities 05/2019 administrative support, supporting recruitment activities, keeping contact with applicants, database management, event management, social media activities 06/2019 issuing certificates&transcripts, database management, background materials, administrative closing of the semester, social media activities
STUDENT PRO-FILE	Recent graduates or students studying on higher level Willingness to learn Team spirit Excellent communication skills Easy to adopt to a new environment
TYPE OF STUD-IES	Business Administration /Marketing/Management/Communication/International Relations/Tourism
LEVEL OF STUDIES	undergraduate/graduate
LANGUAGE	English
STARTING	2019 January

DATE	
DURATION	5 months
SALARY	NA
GRANT (eg. ERAS-MUS)	Candidates apply for an Erasmus+ internship mobility schol-arship
OTHER CONTRI-BUTION	Hungarian language course Accommodation in the dormitory of the University
DEADLINE	Deadline for submitting the applications: **16th November 2018**
APPLICATION REQUIREMENTS	CV Motivation letter
CONTACT	Lilla Kolos International Coordinator kolos.lilla@ktk.pte.hu