



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

INTERNSHIP PLACEMENT OFFER (2017/18 Academic year)

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, organizing events, management of social media activities, web-site management, administrative support for students, back office work
DETAILED DESCRIPTION OF ACTIVITIES	<p>For candidates applying for 6 and 11 months:</p> <p><u>September</u>: orientation, administrative support for incoming students, support for outgoing students, course registration, databases</p> <p><u>October</u>: administrative support, database management, producing background materials</p> <p><u>November</u>: keeping academic records of students studies, event organization, administrative support</p> <p><u>December</u>: event organization, administrative support, background materials</p> <p><u>January</u>: keeping academic records, issuing certificates&transcripts, database management, administrative closing of the semester</p> <p><u>February</u>: orientation for newcomers, event organization, administrative support</p> <p>Only for candidates applying for 11 months:</p> <p><u>March</u>: organizing events, recruitment, administrative support, back office work, database management</p> <p><u>April</u>: application evaluation, administrative support, back office work, database management, assistance in the application procedure for the Summer School</p> <p><u>May</u>: administrative support, keeping contact with applicants, database management, event management, assistance in the preparation phase of the Summer School</p> <p><u>June</u>: issuing certificates&transcripts, database management, background materials, administrative closing of the semester, assistance in the preparation phase of the Summer School</p> <p><u>July</u>: assistance in the organization and realizing the Summer School, assistance in closing the Summer School and follow-ups</p>



STUDENT PROFILE	Recent graduates or students studying on higher level Willingness to learn Team spirit Excellent communication skills Easy to adapt to a new environment
TYPE OF STUDIES	Business Administration /Marketing/Management/Communication/International Relations
LEVEL OF STUDIES	undergraduate/graduate
LANGUAGE	English
STARTING DATE	September 2017
DURATION	6 months or 11 months
SALARY	NA
GRANT (eg. ERASMUS or LEONARDO)	Candidates shall apply for an Erasmus+ internship mobility scholarship
OTHER CONTRIBUTION	Hungarian language course Accommodation in the dormitory of the University
DEADLINE	Deadline for submitting the applications: 30th April 2017
APPLICATION REQUIREMENTS	CV Motivation letter
CONTACT	Ms. Lilla KOLOS International Coordinator kolos.lilla@tkk.pte.hu

