Erasmus+ Traineeship: International Office Trainee

Host institution: Eötvös Loránd University, Faculty of Economics (ELTE GTK) International Office
Location: 1088 Budapest, Rákóczi út 7., Hungary (ELTE GTK, Building Q)
Mode of work: On-site, with the possibility of partial remote work
Working hours: 30 hours per week, to be agreed between the trainee and the host unit
Planned duration: 01 February 2027 – 30 July 2027
Planned starting date: To be agreed between the host institution and the trainee

About the position and the host institution

The International Office of the Faculty of Economics (ELTE GTK) is responsible for the Faculty's international relations and international student affairs. Its activities include the administrative support and coordination of incoming and outgoing student mobility, particularly within the Erasmus+ programme, the Stipendium Hungaricum scholarship programme and English-language degree programmes.

The Office provides information and practical assistance to international students in matters related to enrolment, course registration, and everyday administrative issues. It also prepares English-language information materials, organises orientation programmes and international events, and maintains contact with partner institutions and incoming international students.

The trainee would join the daily work of a Hungarian- and English-language, student-centred international office environment. During the traineeship, the student will gain insight into the administrative and communication processes of international student mobility and will take part in supporting the Faculty's international activities.

Further information about the host institution is available on our website.

Main tasks

- Providing administrative and communication support for the Erasmus+ programme at faculty level.
- Supporting International Office staff in welcoming and informing international students.
- Communicating with international students by e-mail and in person.
- Supporting front-desk services.
- Preparing orientation and information materials in English.
- Participating in the implementation of International Office events, such as Orientation Week or international events.
- Carrying out administrative tasks, organising and filing documents.
- Managing and updating spreadsheets.
- Preparing short English-language information materials, articles and guides for international students.

Requirements

- At least 4 semesters completed.
- C1-level English language proficiency.
- Good written and spoken communication skills in English.
- Accurate, independent and reliable work.
- The applicant undertakes to apply for an Erasmus+ traineeship grant at their sending institution.

Advantageous qualifications

- Knowledge of Hungarian.
- Bachelor's Degree (EQF Level 6)
- Studies in economics, social sciences, international relations, communication or humanities.
- Experience with Excel, Outlook, document management or office administration.
- Experience in preparing information materials, articles or presentations.
- Interest in the internationalisation of higher education, student mobility and the Erasmus+ programme.

What we offer

- Practical experience in international higher education administration and student services.
- Involvement in Erasmus+ processes, student information services and international events.
- Opportunities to develop communication, organisational, and intercultural skills.

How to apply

Interested applicants are requested to send their English-language CV and a short motivation letter to **international@gtk.elte.hu**.

Please use the following subject line: **Erasmus+ Traineeship – International Office – FULL NAME.**

In the motivation letter, please briefly introduce your studies, English language proficiency, plans related to the Erasmus+ traineeship, and explain why you would like to complete your traineeship at the International Office of ELTE GTK

Important information

The position can only be filled if the applicant has been awarded an Erasmus+ traineeship grant. The exact starting and ending dates of the traineeship, will be agreed between the sending institution, the trainee and the International Office of ELTE GTK.