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

PLACEMENT OFFER

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	For candidates applying for **7 months**: 01/2017 keeping academic records, issuing cetifcates&transcripts, database management, administrative closing of the semester 02/2017 orientation for newcomers, event organization, administrative support 03/2017 organizing events, recruitment, administrative support, back office work, database management 04/2017 application evaluation, administrative support, back office work, database management, assistance in the application procedure for the Summer School 05/2017 administrative support, keeping contact with applicants, database management, event management, assistance in the preparation phase of the Summer School 06/2017 issuing certificates&transcripts, database management, background materials, administrative closing of the semester, assistance in the preparation phase of the Summer School 07/2017 assistance in the organization and realizing the Summer School, assistance in closing the Summer School and follow-ups
STUDENT PROFILE	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 STUDIES	Business Administration /Marketing/Management/Communication/International Relations
LEVEL OF STUDIES	undergraduate/graduate
LANGUAGE	English
STARTING DATE	January 2017

7622 PÉCS, RÁKÓCZI ÚT 80.
Tel.: 72/501-599, Fax: 72/501-553

DURATION	7 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: **16th November 2016**
APPLICATION REQUIREMENTS	CV Motivation letter
CONTACT	Lilla Kolos International Coordinator kolos.lilla@ktk.pte.hu