## **INTERNSHIP OFFERS**

## SPAIN – Escuela oficial de Idiomas de Segovia 27.05.2019

### Type of work: Languages and teaching internship

**Main tasks**: preparation of lessons and materials for these lessons. Helping the teacher in clas with speaking activities, to improve students' vocabulary, pronunciation, listening skills and cultural knowledge. These speaking activities many times will be related to cultural issues of their countries of origine. The applicant might also be asked to help in school library for a few hours a week.

Fields of study: Art, Languages.

**Requirements**: a student with an interest in language teaching, willing to share their knowledge of their language and culture with our students. Someone with communication skills and keen on participating in the school's activities.

**Duration**: from 3 to 8 months. Periodo of placement: 1<sup>st</sup> October – 31<sup>st</sup> May. Starting date: any date from 1<sup>st</sup> October to 28<sup>th</sup> of Ferbuary.

How to apply and get more: <u>http://eoisegovia.centros.educa.jcyl.es/sitio/</u> or <u>here</u>.

## SPAIN – Istituto Hispànico de Murcia 27.05.2019

## Type of work: Marketing and communication internship

**Main tasks**: marketing communication plan, conducting international market research, contribute to product promotion, community manager, create and/or set up new products, relevant text writing/translating, SEO activities, ICT, customer service.

Fields of study: Foreign languages, Communication, Marketing and Business administration.

**Requirements**: to have at least an A2 level in Spanish and B1 level of Enghish; to be a current university student (or about to graduate); to be willing to become a valuable worker in a Spanish speaking company. To hold a Bachelor or Master's degree in Foreing languages, Communication, Marketing and Business administration may be an asset.

**Duration**: minimum of 3 months. Longer internship periods may be accepted.

How to apply and get more: https://www.ihdemu.com/en/erasmus-internship or here.

## FRANCE– HomeExchange 27.05.2019

### Type of work: Customer service internship

**Main tasks**: responding to emails and calls from Italian speaking members and dealing with a variety of cases (website functionalities, cancellations, refunds, etc.); assisting members with the organisation of their exchanges (to have the best vacation of their life!); improving member satisfaction; translations from English to Italian for the website or mobile apps. Additionally, all interns have the freedom to be involved in numerous projects within HomeExchange.

Fields of study: Foreign languages (English, Italian, French); Economics, Communication.

**Requirements**: native Italian, with a high level of oral and written communication; good knowledge of English; startup spirit; excellent interpersonal and communication skills; ability to work in a team and international environment; a previous experience in a customer service would be a plus; interested in the collaborative economy; knowledge of French or a third language would be a plus.

**Duration**: Minimum of 2 months. Benefits: 800€ gross per month, transportation reimbursed 50%, restaurant Card, 5 Days of Vacation (based on 6 month contract), work week: 35 Hours.

**How to apply and get more**: <u>https://www.homeexchange.fr/</u> or <u>here</u>. In order to apply, please send your CV and cover letter written in Italian to <u>isabella@homeexchange.com</u>.

# SPAIN – Escola Enric Farreny 19.03.2019

### Type of work: Teaching assistantship

**Main tasks**: to be a member of the school staff and take part in school curricula development and offer pedagogical support to foreign languages classes, history of art classes, visual art classes and special needs support; to participate in school events, excursions, workshops and celebrations as another member of the school community; To be a practical input in developing oral skills in foreign language classes. And this will give a communicative atmosphere in where students will use all and any language learnt for a communicative and relevant purpose; To support art classes promoting creative skills and participating in any cultural and artistic activities developed at school; To make school community to know cultural background of a foreign country. All of the above tasks will begin to be carried when placement commences.

Fields of study: English, French (Languages or Linguistics), Phisical Education - PE, Art and Music.

**Requirements**: English profile (English B2), French profile (French B2), PE profile (English B2), Art profile (English B2 and Latin language [Portuguese, Italian or Romanian]) and Music (English B2 and Latin language [Portuguese, Italian or Romanian]).

**Duration**: From 3 to 10 months during an academic year (September-June) starting 2019-2020 and going on in the future if both institutions agree.

How to apply and get more: https://agora.xtec.cat/ceipenricfarreny/; e-mail: c5001953@xtec.cat.

## BELGIUM - BETACOWORK SRL 01.03.2019

#### Type of work: Marketing, Event Management, Host & Community internship

**Main tasks**: Organize events such as conferences, professional courses and workshops, networking events and internal community events. Promote the coworking space, its events and members through social media, PR and its website. Create content for Betacowork's social media and website. Assist in daily tasks and administrative tasks such as answering the phone & emails, giving tours of the building, stock management, scanning and filing documents

**Fields of study**: Marketing, Economics, Public Relations, Communication, Political Sciences, Languages, Social Sciences

**Requirements**: English (B2/C1). French and/or Dutch are a real plus; Microsoft Office Package, Social Media (Facebook, Twitter, Instagram, LinkedIn); WordPress and Canva are a plus; Attention to details, Willing to learn and able to manage work independently as well as part of a team, Ability to interact with people of different language and culture, Excellent organizational skills, Proactive and flexible personality, Ambitious, Open-minded and motivated, Enthusiastic attitude, Reliable, committed and self-motivated **Duration**: minimum 3 months

**How to apply**: Send your CV and motivation letter answering the following questions to gabriela@betacowork.com // host@betacowork.com: Why do you want to work at Betacowork? What do you want to do and what do you hope to get out of your internship? With which skills/traits are you going to contribute to the team? When would you like to start and for how long?

## SPAIN - Universidad Politecnica de Cartagena 01.03.2019

## 1) INTERNATIONAL OFFICE internship

### Type of work: University cooperation and international relations

**Main tasks**: Assistance in the organization of events and student mobility programmes; Maintenance of databases; General administrative support (use of e-mail and telephone)

Requirements: Knowledge of Spanish and English; Good computer skills; Mature, responsible,

organised, able to work on his/her own; Interested in international affairs; Ability and willingness to train in basic computing (Word, Excel, Access, PowerPoint); Flexibility in approach to work; Capability of working in an international environment

### Duration: 6-12 months

**How to apply**: Applications should include a CV and letter of interest and should be sent to anna.gargiulo@upct.es

## 2) COMMUNICATION internship

## Type of work: News and visibility of the Technical University of Cartagena

**Main tasks**: Assisting and making improvements on the corporate website, sharing news and general administrative support (use of e-mail and telephone). Customer service. The trainee will have occasional contacts with the public.

**Requirements**: Knowledge of Spanish (minimum B2) and English (minimum B2); Good computer skills; Mature, responsible, organised, able to work on his/her own and with other people; Versatile; Interested in communication, social media, community management, mass media, translation, good with languages; Necessary basic computing skills (Word, Excel, Access, PowerPoint); Familiar with the internet and social networks; Capability of working in an international environment.

### Duration: 3-12 months.

**How to apply**: Applications should include a CV and letter of interest and should be sent to Blasi.navarro@rec.upct.es and Comu.interna@upct.es.

## 3) LANGUAGE CENTRE internship

Type of work: Area of English, German or Chinese Studies. Reinforcing communication skills in the subjects of English, German or Chinese for language lessons, both in graduate and postgraduate levels. Main tasks: The student will support the lecturers of the Area of English, German or Chinese Studies with class activities previously discussed, mainly aimed at improving communication skills in the teaching contexts explained in the previous section.

**Requirements**: Languages (any of them): Proficient English (expert level)– written and spoken; Proficient Chinese (expert level)– written and spoken; Proficient German (expert level)– written and spoken.

Duration: 6-12 months.

How to apply: Applications should include a CV and should be sent to servicio.idiomas@upct.es.

## SPAIN – Lawlinguists 08.02.2019

Type of work: Internship in editing and project management Main tasks: Translate and revise legal documents Field of study: Law, Languages Requirements: good knowledge of Italian and English Duration: 4 months How to apply: send your application to recruitment@lawlinguitsts.com

## SPAIN - Universidad de Vigo 08.02.2019

**Main tasks**: the trainee will work on "AuditUM - Audit et Contrôle Interne à l'Université Marocaine" to strengthen the governance in Moroccan universities through the implementation of an internal audit and

control department within the Moroccan university

**Requirements**: Excellent knowledge of French; Good computer skills (Word, Excel, Access, PowerPoint); Mature, responsible, organised; Interested in international affairs and in European projects; Familiar with the internet and social networks; Capability of working in an international environment; Desire to learn the management of EU projects

**Duration**: Minimum 2 months, maximum 12 months (to be confirmed with theproject coordinator) **How to apply**: please send your CV and a presentation letter to auditum-support@det.uvigo.es

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## SPAIN - DPOINTGROUP 08.02.2019

Dpointgroup was created in 2002. It is organised in three solution groups: Online Solutions, Marketing and Communications and Resourcing and Education. We provide our customers with a one stop shop experience.

Sector of On line Solutions: SEO: Search engine optimization; Domaining: Monetizing and Selling domains

Social Media: Web and mobile Technologies; Online Marketing: Internet marketing and advertising Web development : HTML5, JavaSript, PHP, ecommerce, Drupal; Mobile Application: Application software development for iphone, ipad, and android

Sector of Marketing and Communication: Multimedia Development: Information and communication technology; Event Planning: Planning of festivals, exhibitions, ceremonies and many others; Advertising products: Customized to product campaign; Market Research: Business reports and industry analysis; Hospitality: Accommodation and activity package

Sector of Resourcing and Education: Specialized resources outsourcing: Research the most effective outsourcing for your business; Talent recruiting and training: Scouting talent and develop professionals Online course development: Developing your own training program; Specialized training programs:

Creating step by step coaching for your business

Interhsips availavable in the areas of: Marketing, Tourism/Event Management, Web Development and Programming

How to Apply: Send an email attaching your CV to info@dpointgroup.com

## AUSTRIA - Alpen-Adria Universitaet Klagenfurt 05.11.2018

**Main tasks**: Supporting the team with the incoming exchange mobility programme and other activities (reports, PR), welcoming our incoming exchange students

**Requirements**: C1 knowledge of English, Knowledge of German, Confident face to face communication skills, Positive & welcoming attitude, Reliability and attention to detail, Profound experience in working with Microsoft Office Programmes, Organisational skills

**Duration**: 5-6 months (starting at the end of January 2019), 30 hours/week

Benefits: Alpen-Adria-Universität Klagenfurt offers a financial support of 150,00€ per month

How to apply: Send your motivation letter and CV to internationales@aau.at by November 15th, 2018

# **SLOVAKIA - University of Economics of Bratislava** 05.11.2018

### Type of work: exchange students office

**Requirements**: excellent English language skills (spoken and written, CEFR Level C1); good computer and communication skills

Duration: from 15/01/2019 to 05/07/2019

How to apply: send a letter of motivation and a full CV (both in English) to incoming@euba.sk -

Deadline: 15th November 2018

## NORWAY - University of Bergen International Centre 05.11.2018

**Main tasks**: Front desk service for students and staff, Administrative work with the Erasmus+ programme, Contribute to organise International weeks, Welcome week for international students, visits etc., General administrative tasks

**Requirements**: International experience is an advantage. Eligible candidates must have excellent English language skills (spoken and written, at least CEFR Level C1); Knowledge of Norwegian or Scandinavian languages is an advantage

**Duration**: The internship starts (if possible) from the beginning of January 2019. The length of the internship may vary from a minimum of 3 months to a maximum of 8 months

Benefits: International Centre will cover housing expenses up to 4000 NOK

**How to apply**: Applicants are invited to send a letter of motivation and a full CV (both in English) to the International Centre at international@uib.no - Deadline: 20th November 2018

UK - British International School 05.11.2018

Travel Services Assistant: Selling touristic programmes and services to potential clients, Dealing with programme planning, Interacting directly with potential, new and existing suppliers (accommodation, transports, restaurants, tour guides and activity centres), Making and confirming bookings with suppliers, Looking after and assisting incoming groups of students and individual tourists, Welcoming the students and tourist at the airport and accompanying them throughout London, Registering purchases and sales invoices, bank statements and other relevant documents
 Requirements: background in Languages, Tourism and Public Relations & International Trade How to apply: send your CV to hr.manager@thebis.net with the subject line "BIS Travel Agency Assistant"

**2)** Human Resources Assistant: Creating Universities databases and contacting them to recruiting potential Interns, Assisting the HR Manager in selecting interns, planning and arranging their internships, Dealing with the daily management of the Interns in-house (holidays, overtime, shifts, during and post-internship documents), Administrative tasks related to the daily business

**Requirements**: background in Languages, Human Resources, Administration and Public & International Relations

How to apply: send your CV to hr.manager@thebis.net with the subject line "BIS HR Assistant"

**3) Receptionist**: Welcoming visitors and introducing them appropriately, Answering, screening and forwarding any incoming phone calls to the right department, Receive and sorting daily mail **Requirements**: background in International Trade, Business, Public Relations and Foreign languages **How to apply**: send your CV to hr.manager@thebis.net with the subject line "BIS Receptionist"

**4) Creative Assistant**: Creating several visual supports such as logos, brochures and advertising images, Developing web pages and managing webmaster tools and plug-ins, Management of Social Media networks

Requirements: background in Graphic Design and Digital Marketing

How to apply: send your CV to hr.manager@thebis.net with the subject line "BIS Creative Assistant"

## HUNGARY - University of Pecs 05.11.2018

**Type of work: internship at the international office** of the faculty of Business and Economics. **Main tasks**: administrative tasks, database management, event organization, management of social media activities, administrative support for students, back-office work.

**Requirements**: recent graduates or students studying on higher level; willingness to learn; team spirit; excellent communication skills; easy to adopt to a new environment.

**Field of studies**: Business Administration, Marketing, Management, Communication, International Relations, Tourism.

Duration: 5 months from January 2019.

**Benefits**: Hungarian language course; accommodation in the dormitory of the University. **How to apply**: send your application (CV, motivation letter) to Lilla Kolos at International Coordinator. <u>kolos.lilla@ktk.pte.hu</u>

## FRANCE - INFLEXYON: French school and intercultural center of Lyon October 2018

### Type of work: Administrative and marketing assistant.

**Main tasks**: Welcoming students, providing information, updating website/social networks. **Requirements**: French B1; English B2, other languages could be a plus (i.e. german and asian languages); computer skills, communicative and social skills.

**Benefits**: possibility of free access to French language/other courses, Delf/Dalf examinations and accommodation.

How to apply: send your application (CV, motivation letter) to <u>communication@inflexyon.com</u>.

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# **SPAIN - ELCANO ESCUELA DE ESPANOL in Alicante** (for other positions in administration/marketing refer to the list of social area)

#### Type of work: Education.

**Main tasks**: Develop and implement lesson plans and classroom activities; Assess students regularly and refine and differentiate classroom instruction based on assessment data and student needs; Facilitates and designs effective group work; Creates relevant and authentic learning experiences.

Profile: Students of Spanish studies who would like to get some real life teaching experience.

**Requirements:** a passion for teaching; undergraduates or graduates of Spanish studies; languages: Spanish to an idiomatic level with a good command of the language and English also required; experience in teaching; strong communications skills.

**Duration 1**: 4 months, starting as soon as possible.

How to apply: www.escuela-elcano.com; info@escuela-elcano.com; Tel: (+34) 966 443 987

## CZECH REPUBLIC (Prague) - EDUCA-LANGUAGES S.R.O.

### Type of work: Language Teaching.

**Main tasks**: individual lessons and, sometimes, lessonsingroupsof2 (friends or family members); working activities include preparing the lessons, writing lesson plans, meeting the students, meeting the teachers; average nr. of lessons: 10 per week; target groups are almost adult people or teenagers.

**Requirements**: Good knowledge of English; preferred profile: student in Philology and Education **Duration**: 2 months minimum (according to Erasmus+ regulations)

Get more and How to apply: https://www.educa-jazykova-skola.eu/en/

## POLAND - University of Economics in Katowice 07.09.2018

# Type of work: International Relations Office internship (1 place) and Marketing Communication Office internship (1 place).

**Main tasks**: collaborating with foreign partner universities and institutions; administrative tasks related to students outgoing and incoming mobility; tasks related to international projects; tasks related to organization of national and international events; other tasks and activities.

**Requirements**: fluency in spoken and written English (B2 level); fluency in computers programmes (MS Office); communicative and open-minded person.

Duration: 2-6 months

**How to apply**: send a CV with a photo and a covering letter to patrycja.maciol@ue.katowice.pl - deadline 16th September 2018

## POLAND - Kontakt Centrum in Poznan 03.09.2018

### Type of work: German language & culture assistant

**Main tasks**: The trainee's tasks will include: organizing and supporting language & cultural events, activities; giving guest lectures about his/her country, culture and traditions; organizing language workshops and culture classes; leading conversation club; teaching German to adult students; assisting students with individual learning problems during duty hours at school; assisting teachers and students during language courses; developing teaching materials, especially those related with cultural topics; translation work, preparing materials promoting culture and learning languages; for school's websites and social media; cooperating with language schools abroad.

Field of study: Languages, european studies

**Requirements**: Native knowledge of German or graduation from the German language department; interest in culture; communicative skills in English; Basic computer skills; creative, flexible and communicative person, with teamwork skills.

Duration: 2-6 months

How to apply: send your application to kasia.skrzypczak@cjo.pl

#### Type of work: English language & culture assistant

**Main tasks**: The trainee's tasks will include: organizing and supporting language & cultural events, activities; giving guest lectures about his/her country, culture and traditions; organizing language workshops and culture classes; leading conversation club; teaching English to teenaged and adult students; assisting students with individual learning problems during duty hours at school; assisting teachers and students during language courses; developing teaching materials, especially those related with cultural topics; translation work, preparing materials promoting culture and learning languages for school's websites and social media; cooperating with language schools abroad

Field of study: Languages, european studies

**Requirements**: Native knowledge of English or graduation from the English language department, interest in culture, good communication skills; Basic computer skills; creative, flexible and communicative person, with teamwork skills

Duration: 2-6 months

How to apply: send your application to kasia.skrzypczak@cjo.pl

## Type of work: Spanish language & culture assistant

**Main tasks**: The trainee's tasks will include: organizing and supporting language & cultural events, activities; giving guest lectures about his/her country, culture and traditions; organizing language workshops and culture classes; leading conversation club; teaching Spanish to teenaged and adult students; assisting students with individual learning problems during duty hours at school; assisting teachers and students during language courses; developing teaching materials, especially those related with cultural topics; translation work, preparing materials promoting culture and learning languages for school's websites and social media; cooperating with language schools abroad

Field of study: Languages, linguistics, literature

**Requirements**: Native knowledge of Spanish, interest in culture, good communication skills in English (min. B1); Basic computer skills, ability to use modern technologies in the classroom; creative, flexible and communicative person, with teamwork skills

Duration: 2-6 months

How to apply: send your application to kasia.skrzypczak@cjo.pl

### Type of work: Digital marketing/Graphic Design/photography assistant

**Main tasks**: The trainee's tasks will include: preparing multimedia presentations for marketing department and for teachers; preparing photos, films, slideshows for school's marketing and the website and social media; administrating social media profiles and advertising campaigns on the social media; visual documenting school's life and cultural/ promotional events; other marketing tasks connected with the Internet and modern technologies (digital marketing); designing graphics, leaflets, posters for

marketing and PR department; designing iconographies for school's social media profiles; preparing promotional materials before printing; developing visual teaching materials

**Field of study**: Graphic Design, Communication, ICT marketing, creative design, PR, digital marketing **Requirements**: Good communication skills in English (min. B2); Good ICT skills; creative, flexible and communicative with teamwork skills

Duration: 2-6 months

How to apply: send your application to kasia.skrzypczak@cjo.pl

## GERMANY - AMAVIDO: Host happiness manager in Berlin 22.08.2018

Amavido is a booking platform to promote the hospitality and cultural offer of Italian villages in the German market.

**Main tasks:** The intern will get in contact with our Italian hosts, invite potential hosts to join amavido platform, work together to structure and organise host profiles, help hosts to complete the registration process, copywrite the profile texts, and manage the communication (via email, phone, and live chat). The intern will collaborate in the company strategical decisions for host acquisition and destination management. His/her role is to keep the amavido host community responsive, active, and happy. **Requirements:** preferred background in Economics, Humanistic & Cultural Studies, Foreign

Languages; Excellent Italian & Excellent English; Word Office, Excel, Internet; Problem solving approach, team work, good organizational and communication skills

**Duration:** From 2 till 6 months depending on interns availability between September 2018 (earliest starting) and June 2019 (latest starting date).

How to apply: Please send your CV and cover letter to Marie Janet Calzone: mariejanet@amavido.de

SPAIN - Universidad Politecnica de Cartagena 20.04.2018

**Main tasks**: Assistance in the organization of events and student mobility programmes; Maintenance of databases; General administrative support (use of e-mail and telephone)

**Requirements**: Interested in international affairs; Ability and willingness to train in basic computing (Word, Excel, Access, PowerPoint); Flexibility in approach to work; Capability of working in an international environment; Fluent Spanish – written and spoken; Knowledge of English

Duration: 6-12 months

**How to apply**: Applications should include a CV and letter of interest - Contact: Anna Gargiulo, e-mail: anna.gargiulo@upct.es

## TURKEY - Istanbul Sehir University 20.03.2018

**Type of work**: **assistant administrative officer** at the school of Management and Administrative Sciences.

**Main tasks**: Provide assistance to faculty members or staff with their fields of research; Help to develop the deaprtment's teaching materials such as syllabi, visual aids, answer keys, supplementary notes, and course websites; Assist academic activities organized by the university and the Center; Assist the department chair; Provide assistance in updating and maintaining the department web site, social media accounts; Various administrative duties

**Requirements**: Excellent communication and computer skills; Excellent writing and comprehension skills in English - competent in MS Office programmes; Very good English language skills (If any IELTS/6,5, TOEFL/80 scores or C1 level, it is an advantage); Highly organized, accurate and structured way of working; Proactive and independent working style; Have expertise with social media platforms like Facebook, Twitter, LinkedIn, Flickr and Youtube; Self-starter, positive attitude, flexible, team player; Interested in working in an international environment

Duration: Long term internship preferred

How to apply: e-mail your resume to eneseryarsoy@sehir.edu.tr by April 15, 201

## SPAIN - Universitat Internacional de Catalunya 08.03.2018

### Type of work: Assistant at International Relations Department

**Main tasks**: 1. Monitoring incoming and outgoing mobility programmes (before, during and after the stay): prepare certificates, inform students, write emails, answer student requests, check required documents, etc.; 2. Mailing students and partners about the mobility processes; 3. Preparation of documents (Excel, PPT, etc.); 4. Promotion of and communication about activities organised for exchange students; 5. Management of our Facebook/Instagram group for International Exchange Students; 6. Support in the research and preparation of paperwork and proposals; 7. Explore possibilities for new international agreements; 8. Support in the preparation of international visits to UIC; 9. Assistance in the preparation of events for incoming and outgoing students (informative sessions, guided tours in Barcelona, cultural events); 10. Assistance in preparing travel and international trade fairs and other events; 11. Collaborate in the preparation of new material for the webpage; 12. Archiving documents; 13. Any needed tasks needed to provide support to the team

**Requirements**: You have a high level of fluency in spoken and written English and Spanish (min. of B2). (you will need to work independently in both languages); Knowledge of Office systems required (word, power point, excel mainly); You are an enthusiastic, responsible, friendly, dynamic, committed, respectful person; You like team work; You are able to multitask; A previous international study/work experience will be a plus

**Duration**: Preferably one full academic year, starting in September/October, but open to negotiation **How to apply**: please send your CV and motivation letter to relint@uic.es

**Benefits**: monthly salary or financial compensation for accommodation. It's also provided: lunch at the University's canteen, plane ticket to Barcelona (arrival and departure), additional return plane ticket (during Christmas or Eastern holidays), daily ticket for transport to the University, insurance, Catalan/Spanish language course.

# UK - Cambridge University 08.03.2018

Type of work: Administrative support and front office activities at International Student Office. Main areas of work: UK immigration and visas; Study Abroad opportunities; Visa advice service; Orientation

**Requirements:** English C1 or C" CEFR or IELT 7.0; Computer literacy; Team spirit; Organizational and Communication skills; Intercultural Awareness

Duration: 3-6 months starting from end of July 2018

**How to apply:** E-mail your CV together with a covering letter to exchanges@admin.cam.ac.uk marked for the attention of Lucy Gager, indicating preferred dates for the traineeship, and supplying the names and contact details of two referees who we can contact. Deadline to apply: March 30th, 2018

## ROMANIA - Lucian Blaga University of Sibiu 01.03.2018

**Type of work:** Administrative and communication assistant at the International Relations Office **Main tasks**: Administrative support for incoming and outgoing students; Administrative duties: organize files of students, be the contact person with registration office; Organization of International Week Event (manage applications, emails, welcoming the guest, join them in trips etc.)

**Requirements**: Fluent in English (written and spoken); Computer literate; Team spirit; Organizational skills; Very good interpersonal skills; Communication skills; High level of amiability and availability **Duration**: 3 months (with the possibility to extend it)

How to apply: CV and cover letter to dep.externe@ulbsibiu.ro by March, 15th 2018

## SPAIN - MAD FOR EUROPE 01.03.2018

**Main tasks**: Organization of training programs for European groups; Activities, courses and workshops for the employment of young people and the development of their capacity building initiative, active participation and entrepreneurship; Organization of cultural activities; Participation in group guided tours whether cultural or professional; Realization of leisure and cultural activities with groups; Translation of documents; Participation in the creation of projects to be carried out within the organization; Participation in social work activities with disadvantaged groups; Participation in the projects carried out in Madrid with young people from all over Europe; Participation in training courses organized by the Organization; Organization and management of Youth Exchange programs; Participation in study programs management for groups.

**Requirements**: English: B2, Spanish: B1, Basic skills in Word, Excel and Power Point **Fields of study**: Political Science, Turism, Languages and literature, Social Science, Education and

Training, Communications Studies

**Duration**: 3-12 months

How to apply: send your application to Katia Maccarone at international@madforeurope.org

## BELGIUM - INTERNSHIP AT ITACA 07.02.2018

**Main tasks**: redazione di articoli, ricerche, analisi sui temi di lavoro dell'associazione; supporto nelle attività di comunicazione: animazione del sito internet dell'associazione, gestione dei social media, etc.; partecipazione a seminari e conferenze internazionali, con redazione di note e articoli; partecipazione alla scrittura di progetti europei; supporto nella gestione di varie attività (eventi, formazioni, pubblicazioni, etc.) in concertazione con i partner locali in altri Paesi; supporto nello svolgimento delle attività quotidiane dell'associazione

**Requirements**: iscritto/a ad un corso di laurea (di I o II livello) in Scienze politiche, Relazioni internazionali, Giurisprudenza, Comunicazione, Media e Giornalismo (o affini); forte interesse per i temi di lavoro dell'associazione: migrazioni, mobilità internazionale, politiche e diritti sociali, diritti di cittadinanza, etc.; ottima conoscenza dell'italiano ed una buona conoscenza dell'inglese e del francese (lingue di lavoro dell'associazione). Altre lingue sono un plus; ottime capacità redazionali, organizzative e di sintesi; buone capacità comunicative ed esperienza nella gestione di Social media e Wordpress; esperienza o conoscenze pregresse in progettazione europea sono particolarmente apprezzate **Duration**: 6 mesi

How to apply: inviare la propria candidatura a redazione@itacaonline.org

## UK - MBA Cambridge Judge Business School 07.02.2018

**Main tasks**: 1. Admissions (Provide general administrative support for the team, Answering routine enquiries from students and prospective candidates by email, telephone and in person, Filter non-routine enquires to correct source, Photocopying, scanning of documents, Ensuring filing systems and databases are up to date, Inviting candidates to interview and managing responses, Supporting events such as interview days and open days); 2. Marketing (Production of printed and event materials, Social media and content marketing, Email marketing and communications activities, Data analysis and reporting); 3. Programme (Collate and check student and course data, Event support and administration, Assist with creating documents and letter writing during busy periods, Assist with organising and consolidating programme files and folders, Assist with communications to/with students, Update and check information on the Virtual Learning Environment, Assist programme team with classroom support, Assist with high volume printing and collating of documents used by students and faculty, Liaise with CJBS teams such as Facilities, IT and Catering); 4. Careers (Event support and administration)

**Requirements**: Must be a current student enrolled on a Bachelor or Masters level degree course; Must be proficient in English (spoken and written) i.e.: CEFR level C1/C2 or IELTS grade 7; Proficient in Microsoft Office applications; Must be able to communicate effectively and clearly with all client base; Must be able to be diplomatic in problematic situations; Must show intercultural awareness; Must be able to deal with people at all levels; Experience of working in an office based environment; Experience of managing confidential data; Must be able to work to a high level of accuracy, and follow set procedures

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and work within legal frameworks; Ability to organise and deliver multiple priorities within tight deadlines; Ability to work successfully in a small team; Willingness to be adaptable to changing demands and deadlines

#### Duration: maximum of 6 months

**How to apply**: e-mail your CV together with a covering letter describing the reasons for applying to mba-enquiries@admin.cam.ac.uk marked for the attention of Amy Philpot - deadline for submission is 9th February 2018

## GREECE - University of Macedonia in Thessaloniki 09.10.2017

#### Type of work: Internship for Piano Accompanist

**Main tasks**: Attending music performance classes for voice or instruments, working together with our teachers and students; schedule to be determined by the Music Science and Art Department and the candidate. Attending any additional rehearsals in preparation for performance opportunities during the internship. Performing with our students during exams as well as concerts within the university activity **Requirements**: English; The candidates should be experienced pianists, seeking additional opportunities to learn and improve upon accompanist skills

Duration: Minimum 2 months, preferably 6-10 months

**How to apply**: send your CV and a letter of recommendation from a professor of their institution to Professor Elena Papandreou at papandre@uom.edu.gr

## SPAIN - Universidad de Vigo: ERASMUS MUNDUS GREEN TECH WB PROJECT 25.09.2017

**Main tasks**: The activities are framed in the context of an Erasmus Mundus Action 2 Strand 1 partnership for Lot 2 which establishes a mobility network around GreenTech WB, and involves 8 European Union partners on the one side and 12 Western Balkan countries partners in the other side **Field of studies**: Computing, Business and Translation and Interpretation/Language

**Requirements**: Excellent knowledge of English; Good computer skills (Word, Excel, Access, PowerPoint); Mature, responsible, organised; Interested in international affairs and in European projects; Familiar with the internet and social networks; Capability of working in an international environment; Desire to learn the management of EU projects

Duration: 2-12 months

**How to apply**: send a presentation letter and your CV to Ana Fernández Vilas at green-techwb@uvigo.es

## SPAIN - Universidad Politecnica de Cartagena 18.09.2017

#### LANGUAGE CENTRE internship

**Main tasks**: The student will support the lecturers of the Area of English, German or Chinese Studies with class activities previously

discussed, mainly aimed at improving communication skills in the teaching contexts

**Requirements**: Any degree in English, German or Chinese Philology; Preferable English, German or Chinese native speaking or High level of English, German of Chinese. Optional: knowledge of language class dynamics and methodology and/or academic skills

Duration: 6-12 months

How to apply: send your CV to Donatella Rotondo at servicio.idiomas@upct.es

### COMMUNICATION SERVICE internship

**Main tasks**: Assisting and making improvements on the corporate website, sharing news and general administrative support (use of e-mail and telephone). Customer service: the trainee will have occasional contacts with the public

**Requirements**: Any relevant discipline (Marketing, Communication and Translation and Interpretation/Language degrees are considered an advantage); Knowledge of Spanish (minimum B2) and English (minimum B2); Good computer skills; Mature, responsible, organised, able to work on his/her own and with other people; Versatile; Familiar with the internet and social networks; Capability of working in an international environment

Duration: 3-12 months

**How to apply**: send your CV and a motivation letter to Blasi Navarro at Blasi.navarro@rec.upct.es or Comu.interna@upct.es

## INTERNATIONAL OFFICE internship

**Main tasks**: Assistance in the organization of events and student mobility programmes; Maintenance of databases; General administrative support (use of e-mail and telephone)

**Requirements**: Any relevant discipline (Computing, Business and Translation and Interpretation degrees are consider an advantage); Knowledge of Spanish and English; Good computer skills; Mature,

responsible, organised, able to work on his/her own; Flexibility in approach to work; Capability of working in an international environment

Duration: 6-12 months

How to apply: send your CV and a letter of interest to Anna Gargiulo at anna.gargiulo@upct.es

## POLAND - Jagiellonian University in Krakow 13.09.2017

**Type of work: Welcome Centre for International Guests and Researchers** (a part of the International Relations Office). We expect the candidate to be flexible, with good interpersonal abilities, open for new challanegs and willing to collaborate with the international staff arriving to Jagiellonian University Responsabilities: information, database, events organisation, webpage edition)

Requirements: Fluent English required

Duration: Starting from Spring 2018, 3 months

How to apply: Students are asked to send their CV and motivation letter to:

dorota.maciejowska@uj.edu.pl by 30/11/2017

## **ROMANIA - Alexandru Ioan Cuza University of Iasi** 13.09.2017

**Type of work:** The Department of International Relations of Alexandru Ioan Cuza University of Iasi is currently on the lookout for a hard-working, enthusiastic intern who would be willing to work alongside the Erasmus+ team. We higly value a person who is detail-oriented, punctual, can meet deadlines and has excellent communication skills, both written and oral

Requirements: Fluent English required; knowledge of Romanian is a plus

Duration: 2 - 3 months (starting date to be agreed on)

**How to apply:** Students are asked to send their CV and motivation letter to erasmus@uaic.ro Deadline for applications: ASAP

## AUSTRIA - University of Graz 13.09.2017

Type of work: 3 Internship positions at the Faculty of Law

Internship 1: 6 months Internship period, 40 working hours/week Main tasks: proof-reading and translations of German and English texts and articles of the Faculty's scientific journal (Austrian Law Journal, "ALJ"), organizational support of the ALJ team Requirements: C2 knowledge of English (native speakers preferred)

Internship 2: 6 months Internship period, 40 working hours/week

**Main tasks**: proof-reading and editing of German and Russian translations of texts and articles of the Faculty's Russian East European & Eurasian Studies Centre ("REEES"), organizational support of the REEES team

**Requirements**: C1/C2 knowledge of German and Russian (native speakers preferred), Ukrainian language skills desired

Internship 3: 6 months Internship period, 40 working hours/week
 Main tasks: supporting the team of the Dean's office in different areas (event management, proof reading, homepage administration, back office)
 Requirements: C1/C2 knowledge of German (native speakers preferred)

**How to apply:** Please send a letter of motivation, your curriculum vitae and a copy of your passport by email to rewi.dekanat@uni-graz.at. Please indicate which internship (1, 2 or 3) you are interested in - Deadline for applications: as soon as possible.

## GERMANY - University of Göttingen 13.09.2017

## Type of work: internship at the international office

**Main tasks**: to gain experience with managing international relations and promoting the process of internationalization at the university

**Requirements:** Fluent English is required. German language skills would be welcomed **Duration:** Starting time is flexible, the internship can take place at any point in 2018, 2-month internship period.

**How to apply:** The application should include: CV with reference to language and IT skills, Letter of Motivation, Letter of Recommendation, sent by email to Dr. Esther von Richthofen,

esther.vonRichthofen@zvw.uni-goettingen.de - Deadline for applications: 15.11.2017

## GERMANY - University of Göttingen 13.09.2017

### Type of work: Collaboration within The International Writing Center

**Main tasks**: The International Writing Center of Goettingen University is a central institution affiliated with the Department of Intercultural German Studies and open to students of all disciplines. The institution's goal is to strengthen students' writing skills, especially for writing in multilingual contexts. **Requirements:** although some of our courses and consultations are mainly in English, a good level of German (at least B2 CEFR) is required.

**Duration:** Internships are basically possible at any time and any duration, period between June and September not recommended.

**How to apply:** Send an e-mail in which you describe your motivation and attach a CV to Dr. Melanie Brinkschulte, melanie.brinkschulte@phil.uni-goettingen.de - Deadline for applications: anytime.

## SPAIN - ART FUSION BCN 07.09.2017

**Type of work**: Lavoro in una galleria di Arte Contemporanea

Main tasks: Organizzazione di eventi; esposizione di opere d'arte; gestione di eventi, digital marketing; global marketing

Requirements: Conoscenza dello spagnolo

Duration: 4-6 mesi

**How to apply**: per candidarsi contattare Joan Carlos Piqueras all'indirizzo info@artfusionbcn.com (solo in spagnolo)

## SPAIN - EUROPROYECTOS 05.09.2017

Europroyectos Erasmus Plus, a Spanish intermediate company based in Córdoba, Granada and Martos (Jaén), specialized in the implementation of European projects and reception of students and staff from different educational institutions across Europe

Main Tasks: working with mobility students and accompanying teachers in one of Europroyectos offices

in Granada, Córdoba or Martos; project writing and general support **Requirements**: students of Spanish and English philology and tourism related fields **Duration**: negotiable (placements available throughout the year for different periods of time) **How to apply**: Send your CV and motivation to: marta.roslon@europroyectos.eu **Position Student Support** 

Position Tourist Guide

Position Assistan Project Writing/Management(best starting date November 2017)

## AUSTRIA - University of Graz CENTER FOR INTER-AMERICAN STUDIES 30.08.2017

**Main tasks**: The main field of work will be related to the Graz International Summer School Seggau, where attendance is required the entire two weeks in July 2018

**Requirements**: Interest and ideally experience in the planning and execution of academic projects and/or experience in project management and/or university administration; Interest and knowledge regarding topics related to the humanities and social sciences; High proficiency in English, good German language skills; Strong communication skills, especially in an intercultural context; Interest in interdisciplinary work; Capacity for team work

Duration: from September 2017 to September 2018 but negotiable

**How to apply**: submit your application (CV + motivational letter) via e-mail to Eva-Maria Trinkaus at eva.trinkaus@uni-graz.at (Ref: GUSEGG\_internship\_2018)

# PORTUGAL - CETAPS at the University of Porto 02.08.2017

### INTERNSHIP 1

## Type of work: Internship in Audio-visual techniques and media production

**Main tasks**: design products and various graphic elements meant to promote the project, such as webpages, posters, downloadable materials, and presentations; make promotional trailers, clips and recordings for our out-reach activities

**Requirements**: Interested in design and multimedia; Flexibility to adapt to different work activities; Ability to work in an international environment; Willingness to contribute to the success of the project; English – written and spoken; Knowledge of Portuguese is considered an advantage **Duration**: 4-12 months

**How to apply**: Applications should include a CV and motivation letter - Fátima Vieira vieira.mfatima@gmail.com

### **INTERNSHIP 2**

### Type of work: Internship in Literature and Linguistics

**Main tasks**: help with the research for ALIMENTOPIA / Utopian Foodways project **Requirements**: Interest in the field of Food Studies; Flexibility to adapt to different work activities; Ability to work in an international environment; Willingness to contribute to the success of the project; English – written and spoken (Native English speakers are preferred); Knowledge of Portuguese is considered an advantage

Duration: 4-12 months

**How to apply**: Applications should include a CV and motivation letter - Fátima Vieira vieira.mfatima@gmail.com

### **INTERNSHIP 3**

## Type of work: Internship in Journalism and Reporting

**Main tasks**: promotion in newspapers and magazines, communication with cultural and educational institutions from all over the world; conduct interviews with local institutions that we want to report on and contribute to our project's blog

**Requirements**: Interested in promoting the project in media outlets, and helping with the communication with cultural and educational institutions from all over the world; Experience in managing

blogs; Flexibility to adapt to different work activities; Ability to work in an international environment; Willingness to contribute to the success of the project; English – written and spoken; Knowledge of Portuguese is considered an advantage

#### Duration: 4-12 months

**How to apply**: Applications should include a CV and motivation letter - Fátima Vieira vieira.mfatima@gmail.com

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## SPAIN - University of Cordoba 01.08.2017

Type of work: Internship at the International relations office - Faculty of Arts and Humanities Main tasks: Assisting the staff with administrative tasks; Research possible partner universities around the world in order to establish new bilateral agreements; Provide support for the events organized, such as international week, welcome meetings or informative session regarding the mobility programmes available; Providing content for the International Relations Office of the Faculty of Arts and Humanities website

**Requirements**: Intermediate/advanced knowledge of English (preferably at least a B2 level); Good knowledge of the Microsoft Office pack; Highly committed and willing to enrich his/her knowledge; Pro—activity accuracy and efficiency are highly valued; Other languages and previous experience in a similar job are considered a plus; Basic knowledge of Spanish (B1)

**How to apply**: send your CV to Carmen Fernández at internacional\_ffl@uco.es with the subject "Internship at the International Office" - provide also information regarding availability to start the internship and for how many months

# SPAIN - Universidad Politecnica de Madrid 01.08.2017

#### Type of work: Internship at the International relations office

**Main tasks**: Participate in the mobility programmes organization: Bilateral agreements, Staff mobility missions, Travelling and accommodation organization (Incoming and outgoing), Language courses for Internationalization: Spanish for incoming students, other languages for mobility-UPM students **Requirements**: Spanish (B1), fluent English; Familiar with Microsoft Windows and Office applications **Duration**: 6 months starting from 1st February 2018

Benefits: Free Spanish courses

How to apply: send your CV and a cover letter to victoria.guijo@upm.es

# SPAIN - University of Cordoba (School of Agricultural and Forestry Engineering - ETSIAM) 19.07.2017

**Main tasks**: Updating database, updating homepage, Internet research; Providing administrative support for exchange students reception, supporting development of information for international students, processing documents related to agreements, application forms, accommodation, assisting international students with any needs they can have during their stay at the Faculty

**Requirements**: Good command of English (equivalent to level B1 or above) and Spanish; Computer literate – Microsoft packages; Able to work in a team and individually

Duration: at least three months, preferably longer - from february 2018

Benefits: Free Spanish language classes

**How to apply**: Please send your CV and letter of motivation (stating your preferred dates of beginning and ending of the internship) via email to: relext@uco.es - Deadline: January, 15th 2017

## SPAIN - Universidad Autonoma de Madrid 19.07.2017

#### Type of work: Assistant to the Business Organization Department

**Main tasks**: Tasks of the trainee will focus on looking and analyzing the landscape of employability. Particularly, the candidate will participate in the project to, i.e., search for information on European Trade Unions Association, collect data and make analysis, look for internships opportunities, help in organizing international events with international partners, etc.; Translation of Guidelines and other documents related to ECCE Program and platform from English to the intern's native language; Some other tasks will be to help in educational programmes and projects and assist lecturers

**Requirements**: English level B2 / Spanish level B2-C1; Organizational skills, IT skills, excel and word advanced user, project management, sociable, organized, responsible, team worker; Enthusiasm, very good oral and written communication skills, time management skills, project management knowledge; Ability to work in an international environment, team work, communication skills, time management skills **Duration**: 3 months from October on (tbc with student)

Benefits: 200€/month + Erasmus grant

**How to apply**: send your application to Adriana Pérez Encinas adriana.perez.encinas@uam.es - deadline: 15th September 2017

## U.K. - LA DANTE European Cultural Centre (Cambridge) 10.07.2017

#### Type of work: Marketing and Administration

**Main tasks:** online and offline marketing; social media marketing; Google Analytics and SEO, market analysis, competitors analysis, promotions; administration tasks; organising programmes for our bilingual Italian and English Radio Dante; coordination of classes, liaising with customers, students and teachers; cultural events coordination and planning

#### Duration:

- from January 2018 onwards (6 months), start date 4th January

- from June 2018 onwards (3 months and/or 6 months), start date 1st June

**Requirements:** Degree in any subject, C1 level of English and fluency in another language, available for six months internship and training; Previous experience or degree in marketing desirable but not necessary, amiable and calm, keen on learning and open minded; The candidate needs to be available full-time for six months and has to have an interest in developing skills relevant to a European cultural association

**How to apply:** please send your CV with a motivational letter stating the reasons why you are the best candidate for this marketing position by **15th August 2017 -** email: ladanteincambridge@gmail.com

## SPAIN - University of Alicante 04.07.2017

#### Type of work: Internship at the Mobility Office

**Main tasks**: Supporting mobility team (incoming and outgoing students and staff); General administrative and office duties; Document and web translation; Student support; First point of contact for visitors at the Mobility Office (campus guide, etc.); Preparation of Orientation Week / Staff Week; Working with Facebook/Twitter; Maintenance of lists in Excel, registration of data in databases, correspondence via e-mail, etc.; Regular updating of webpages; Contribution to marketing/promotion activities; public relation tasks; Organisation of a file archive and a storage room

**Duration**: 5 months (from 1 September 2017 – 31 January 2018 or from 1 February 2018 – 30 June 2018) or 10 months (from 1 September 2017 – 30 June 2018)

**Requirements**: Fluent English (native or C1-C2 level) and intermediate Spanish skills (B1 level). An additional language will be an asset; Good Microsoft Office and PC skills; Strong communication skills and intercultural awareness; Knowledge about EU-funded mobility (Erasmus+) and international studies might be desirable

**How to apply**: Send your CV together with a cover letter describing why you would like to take an internship at the UA and the internship period you are interested in; Supply the names and contact details of 2 referees (teachers, employers, etc.) who can be contacted by Mobility Office at the UA;

Applications should be sent by e-mail to s.mobilitat@ua.es by 13th July, 2017 **Benefits**: UA contributes with coverage of accommodation costs; UA covers an Erasmus afternoon Spanish course at CSI, UA language centre, (50 hours per semester)

# SPAIN - Universidade de Vigo 20.04.2017

#### Type of work: Assistant at the Wellbeing, Health and Sport Department

**Main tasks:** Linguistic support in English. Translation of documents to English. Preparing documents. Organizing international events related to sports. Preparing international projects

**Field of studies:** Any relevant discipline (Computing, Administration, Communication, Business and Translation and Interpreting / Language degrees are considered an advantage)

**Duration**: Minimum 4 months. Possibility to extend the stay up to 12 months (to be confirmed with the coordinator). Starting from September 2017

**Requirements:** Excellent knowledge of English and at least basic knowledge of Spanish. Good computer skills (Word, Excel, Access, PowerPoint). Mature, responsible, organised. Interested in sports. Familiar with the internet and social networks. Capability of working in an international environment **How to apply:** Send your CV and cover letter to: rial@uvigo.es

## HUNGARY - University of Pecs 20.04.2017

**Type of work:** administrative tasks, database management, organizing events, management of social media activities, web-site management, administrative support for students, back office work **Available options:** a 11-month position or a 6-month position

**Requirements:** Business Administration/Marketing/Management/Communication/International Relations; Recent graduates or students studying on higher level; willingness to learn; Team spirit; Excellent communication skills; Easy to adapt to a new environment; Command of English language **How to apply:** Send CV and motivation letter as indicated in the <u>attachment</u>

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## SPAIN - Universitat Autonoma de Barcelona 14.03.2017

#### Type of work: Support to International Students at the International Welcome Point

**Main tasks**: Support to international students (registration, info about accommodation, etc...); Legal support on immigration procedures; Logistical support on internal procedures; Email and phone call assistance to international students

Requirements: English and Spanish C1; Ms Office applications

Duration: minimum 2 months

**How to apply**: Send an email with your attached CV to international.welcome.point@uab.cat to the attention of Enric López and Jorge Benítez

## AUSTRIA - Alpen-Adria-Universitaet Klagenfurt 10.03.2017

### Type of work: Internship at the International Relations Office

**Main tasks**: Supporting the team with the incoming exchange mobility programme and other activities (reports, PR), welcoming our incoming exchange students

**Requirements**: C1 knowledge of English, Knowledge of German, Confident face to face communication skills, Positive&welcoming attitude, Reliability and attention to detail, Profound experience in working with Microsoft Office Programmes, Organisational skills

Duration: 5-6 months starting from September 2017

Benefits: 150€/per month

How to apply: Send your motivation letter and CV to Michaela Holzweber (Michaela.Holzweber@aau.at)

## SPAIN - Universidad Politecnica de Madrid 16.02.2017

#### Type of work: Internship at the International Relations Office

Main tasks: Participate in the mobility programmes organization: Bilateral agreements, Staff mobility missions, Travelling and accommodation organization (Incoming and outgoing), Language courses for Internationalization: Spanish for incoming students, other languages for mobility-UPM students **Requirements**: Spanish (B1), fluent English, Familiar with Microsoft Windows and Office applications **Duration**: 6 months (from 1st September to 28th February, or from 1st February to 31st July) **How to apply**: send your CV and a cover letter to victoria.guijo@upm.es

## UK - Liverpool Hope University 10.01.2017

#### Type of work: Research Assistant in developmental science

Main tasks: The applicant involved in the Childlab will help in the recruitment of participants, design of studies, data collection with infants, children, and adolescents, data entry, and literature review
Requirements: Psychology/Education; Proficient level of English; Office, SPSS (basic); Good communication and organization skills and able to work in a team and individually
Duration: 3-6 months (starting date to be agreed with Drs. Zuffiano and Lopez-Perez)
How to apply: Interested applicants should send their CV and a cover letter in which they express their interest, their motivation for applying, and their previous experience. Both CV and cover letter should be written in English and sent to Dr. Antonio Zuffiano (zuffiaa@hope.ac.uk) and Dr. Belen Lopez-Perez

(lopezpb@hope.ac.uk)

# HUNGARY - Eotvos Lorand University in Budapest, international office 16.11.2016

**Main tasks**: Create background materials for the different types of activities of the Office; Assist in the international marketing activities of the International Office; Assist in the promotional activities of mobility programs (e.g; Erasmus); Write texts for printed and online brochures in English and/or in Hungarian; Edit the social media platforms of ELTE; Participate in the preparation and organization of various events (e.g, Orientation Days, summer schools); Translate into and from foreign languages; Administrative tasks related to any international projects run by the International Office; Ad-hoc administrative tasks

**Requirements**: Excellent written and verbal communication skills in English (If available: Excellent written and verbal communication skills in Hungarian language – this is not a minimum requirement); Proficiency in Microsoft Office; Use of Photoshop or other photo editing software is an advantage (only for certain marketing communications tasks); Work independently; High quality work; Speaking other foreign languages is an advantage

Duration: 2-8 months

How to apply: Send your CV in English to nemzetkozi@rk.elte.hu

# SLOVAKIA - several positions through PLACEMENT SLOVAKIA 02.11.2016

To see the different positions opening soon and how to apply scroll the document in attachment. N.B. all the positions foresee FREE ACCOMMODATION. Position in Journalism pag. 2 Position in Marketing pag. 3 Position in Agriculture pag. 4 Position in Business Administration pag. 5 Position in Finance pag. 6 Position in Mechanical Engineering pag. 7 Position in Teaching pag. 8

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Position in Construction Engineering pag. 9

To see more vacancies also visit www.placementslovakia.com

## HUNGARY - University of Pecs: faculty of Business and Economics 14.10.2016

**Main tasks**: administrative tasks, database management, organizing events, management of social media activities, web-site management, administrative support for students, back office work **Requirements**: keeping academic records, issuing certificates&transcripts,

database management, administrative closing of the semester; orientation for newcomers, event organization, administrative

support; organizing events, recruitment, administrative support, back office work, database management; application evaluation, administrative support, back office work, database management, assistance in the application procedure for the Summer School; administrative support, keeping contact with applicants, database management, event management, assistance in the preparation phase of the Summer School; issuing certificates&transcripts, database management, background materials, administrative closing of the semester, assistance in the preparation phase of the Summer School; assistance in the organization and realizing the Summer School, assistance in closing the Summer School and follow-ups

#### Duration: 7 months

**How to apply**: send your CV and a motivation letter to kolos.lilla@ktk.pte.hu - deadline: 16th November 2016

## UK - University of Cambridge: student operations 05.10.2016

**Main tasks**: Administrative Support (all teams): answering routine enquiries from callers, students, academics, and senior management by email, telephone and in person; administrative support for members of the team; filter non-routine enquires to correct source; deal with incoming and outgoing post; photocopying and scanning of documents; shredding of confidential material; ensuring filing systems are up to date; reception cover.

Student Immigration: reviewing student data for accuracy and completeness; liaising with Colleges where data missing or incomplete; supporting production of documents which are required by students to apply for a visa; maintaining accurate records; supporting development of information for international students; filtering immigration enquiries to appropriate colleagues or external agencies.

Student Exchanges: ensuring all required paperwork for outgoing students is complete; maintaining accurate records for incoming and outgoing exchange students; assisting with the organization of orientation sessions for students participating on an exchange (incoming and outgoing); maintaining accurate records of contacts in overseas universities and partner institutions; assisting with the organization of mail-outs for students for any visits from partner universities; preparation and distribution of mail-outs for students and staff.

Student Orientation: preparation and support for orientation sessions for new international students. Student Registry: examination preparation including seating plans, desk tickets, documenting support models, schedule creation and support.

Graduate Admissions: acting as the key contact for funding offers; Liaising with departments in relation to the documentation required for international scholarships

**Requirements**: be a current student enrolled on a Bachelor or Masters level degree course; be proficient in English (spoken and written) i.e.: CEFR level C1/C2 or IELTS grade 7; proficient in Microsoft Office applications, e.g.: Outlook, Word, Excel, Access; be able to communicate effectively and clearly with all client base; be able to be diplomatic in problematic situations; show intercultural awareness; be able to deal with people at all levels; experience of working in an office based environment; experience of managing confidential data; be able to work to a high level of accuracy, and follow set procedures and work within legal frameworks; ability to organise and deliver multiple priorities within tight deadlines; ability to work successfully in a small team; willingness to be adaptable to changing demands and deadlines.

Duration: max 6 months.

**How to apply**: please e-mail your CV together with a covering letter describing the reasons for applying to exchanges@admin.cam.ac.uk marked for the attention of Laura Aston. Please indicate your preferred dates for the traineeship, and supply the names and contact details of two referees who we can contact - **Deadline:** 4th November

## LITHUANIA - VMU international office: administrative 05.10.2016

**Main tasks**: Assist in organizing various events, contests, meetings; Make translations from English to native language and vice versa; Answer international student requests via e-mail; Collect and systemize information related to exchange opportunities from international and Lithuanian university web-sites; Search for internship placements abroad; Assist in coordinating VMU Ambassadors club; Assist in other administrative and office tasks

**Requirements**: English proficiency level B2 or higher; Good knowledge of Microsoft Office; Flexible, creative, pro-active team player; Attention to details; Administrative work experience and project management experience would be an advantage; Intercultural awareness, preferably firsthand study or internship abroad experience would be an advantage

Duration: 3-12 months

**How to apply**: send your CV and a motivational letter to dominykas.graibus@vdu.lt (deadline: Novemer, 2nd)

# LITHUANIA - VMU international office: marketing and communication 05.10.2016

**Main tasks**: Design and edit International Office promotional material (newsletter, Mentors' guide, certifications, leaflets about internships abroad and staff training opportunities); Assist in managing VMU International Office social media sites; Assist in creating content for VMU Ambassadors web-page (interviews, news, updates); Assist in organizing various events, contests, meetings; Create promotional videos about exchange opportunities, Mentors' program, VMU Ambassadors club; To take pictures for International Office promotional material.

**Requirements**: English proficiency level B2 or higher; good knowledge of social media management and Microsoft Office products; flexible, creative, pro-active team player; attention to details; portfolio of basic graphic design, video editing (Photoshop; CorelDraw / AI) would be an advantage; experience in marketing and project management would be an advantage; intercultural awareness, preferably firsthand study or internship abroad experience would be an advantage.

Duration: 3-12 months

**How to apply**: send your CV and a motivational letter to dominykas.graibus@vdu.lt (deadline: November, 2nd).