



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

PLACEMENT OFFER

<b>COMPANY</b>	International Office of the Faculty of Business and Economics, University of Pécs
<b>LOCATION</b>	Rákóczi str. 80. Pécs, Hungary
<b>MAIN AREAS OF ACTIVITY</b>	administrative tasks, database management, organizing events, management of social media activities, web-site management, administrative support for students, back office work
<b>DETAILED DESCRIPTION OF ACTIVITIES</b>	<p>For candidates applying for <b>6 and 11 months</b>:</p> <p>09/2016 orientation, administrative support for incoming students, support for outgoing students, course registration, databases 10/2016 administrative support, database management, producing background materials 11/2016 keeping academic records of students studies, event or- ganization, administrative support 12/2016 event organization, administrative support, background materials 01/2017 keeping academic records, issuing certificates&amp;transcripts, database management, administrative closing of the semester 02/2017 orientation for newcomers, event organization, adminis- trative support</p> <p><u>Only for candidates applying for 11 months:</u></p> <p>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 proce- dure 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&amp;transcripts, database management, background materials, administrative closing of the semester, as- sistance 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</p>



<b>STUDENT PROFILE</b>	Recent graduates or students studying on higher level Willingness to learn Team spirit Excellent communication skills Easy to adopt to a new environment
<b>TYPE OF STUDIES</b>	Business Administration /Marketing/Management/Communication/International Relations
<b>LEVEL OF STUDIES</b>	undergraduate/graduate
<b>LANGUAGE</b>	English
<b>STARTING DATE</b>	September 2016
<b>DURATION</b>	6 months or 11 months
<b>SALARY</b>	NA
<b>GRANT (eg. ERASMUS or LEONARDO)</b>	Candidates shall apply for an Erasmus+ internship mobility scholarship
<b>OTHER CONTRIBUTION</b>	Hungarian language course Accommodation in the dormitory of the University
<b>DEADLINE</b>	Deadline for submitting the applications: <b>30<sup>th</sup> April 2016</b>
<b>APPLICATION REQUIREMENTS</b>	CV Motivation letter
<b>CONTACT</b>	Judit Trombitas International Coordinator <a href="mailto:trombitasj@ktk.pte.hu">trombitasj@ktk.pte.hu</a>

