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

INTERNERNSHIP PLACEMENT OFFER (2017/18 Academic year)

<table>
<thead>
<tr>
<th>COMPANY</th>
<th>International Office of the Faculty of Business and Economics, University of Pécs</th>
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<tr>
<td>LOCATION</td>
<td>Rákóczi str. 80. Pécs, Hungary</td>
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<tr>
<td>MAIN AREAS OF ACTIVITY</td>
<td>administrative tasks, database management, organizing events, management of social media activities, web-site management, administrative support for students, back office work</td>
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| DETAILED DESCRIPTION OF ACTIVITIES | For candidates applying for 6 and 11 months:  
September: orientation, administrative support for incoming students, support for outgoing students, course registration, databases  
October: administrative support, database management, producing background materials  
November: keeping academic records of students studies, event organization, administrative support  
December: event organization, administrative support, background materials  
January: keeping academic records, issuing certificates&transcripts, database management, administrative closing of the semester  
February: orientation for newcomers, event organization, administrative support  

Only for candidates applying for 11 months:  
March: organizing events, recruitment, administrative support, back office work, database management  
April: application evaluation, administrative support, back office work, database management, assistance in the application procedure for the Summer School  
May: administrative support, keeping contact with applicants, database management, event management, assistance in the preparation phase of the Summer School  
June: issuing certificates&transcripts, database management, background materials, administrative closing of the semester, assistance in the preparation phase of the Summer School  
July: 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 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 (e.g. 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@ktk.pte.hu