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

**PLACEMENT OFFER**

<table>
<thead>
<tr>
<th>COMPANY</th>
<th>International Office of the Faculty of Business and Economics, University of Pécs</th>
</tr>
</thead>
<tbody>
<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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</tbody>
</table>
| DETAILED DESCRIPTION OF ACTIVITIES | **For candidates applying for 6 and 11 months:**  
09/2015 orientation, administrative support for incoming students, support for outgoing students, course registration, databases  
10/2015 administrative support, database management, producing background materials  
11/2015 keeping academic records of students studies, event organization, administrative support  
12/2015 event organization, administrative support, background materials  
01/2016 keeping academic records, issuing certificates & transcripts, database management, administrative closing of the semester  
02/2016 orientation for newcomers, event organization, administrative support  

**Only for candidates applying for 11 months:**  
03/2016 organizing events, recruitment, administrative support, back office work, database management  
04/2016 application evaluation, administrative support, back office work, database management, assistance in the application procedure for the Summer School  
05/2016 administrative support, keeping contact with applicants, database management, event management, assistance in the preparation phase of the Summer School  
06/2016 issuing certificates & transcripts, database management, background materials, administrative closing of the semester, assistance in the preparation phase of the Summer School  
07/2016 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

- September 2015

## 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: 29th May 2015

## Application Requirements

- CV
- Motivation letter

## Contact

- Judit Trombitas
  - International Coordinator
  - trombitasj@ktk.pte.hu