



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	<p>For candidates applying for 6 and 11 months:</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&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&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>



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 2016
DURATION	6 months or 11 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: 30th April 2016
APPLICATION REQUIREMENTS	CV Motivation letter
CONTACT	Judit Trombitas International Coordinator trombitasj@ktk.pte.hu

