



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

PLACEMENT OFFER

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| 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> |



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| 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 |

