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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<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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| 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 (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 2017

### APPLICATION REQUIREMENTS
- CV
- Motivation letter

### CONTACT
- Ms. Lilla KOLOS
  - International Coordinator
  - kolos.lilla@ktk.pte.hu