



## ERASMUS+ traineeship at Corvinus University of Budapest

**- BE PART OF A GREAT CHALLENGE! -**

### ABOUT US

Corvinus University is one of the most famous and prestigious economic universities in Hungary, located just in the heart of Budapest.

The Directorate of International Relations and Innovation is engaged in several scholarship programmes such like ERASMUS+, CEEPUS, EGT, Stipendium Hungaricum, Campus Mundi, etc. We coordinate both incoming and outgoing mobilities.

As our name tells we are also in charge of the internationalisation and innovation of the university.

We are a dynamic team of 10 cheerful colleagues who are very passionate about their job.

We are always open to working with zealous students. We usually have around 2-4 interns in the same time, mostly Hungarians but not always! For instance, we worked together with trainees from the US and Australia. Through working with them we realised how much students from foreign countries can make a difference in our daily life.

If you are an open-minded person who is ready to bring something new to our office and institution, read this job advertisement below and consider our offer! ☺

### GENERAL INFORMATION

**Institution:** Corvinus University of Budapest

**Department:** Directorate of International Relations and Innovation

**Position:** Erasmus+ intern

**Duration:** matter of discussion (2-12 month)

**Beginning of the traineeship:** matter of discussion

**Working hours:** matter of discussion (30-40 hours / week)

**Payment:** Erasmus+ scholarship or any other fund given by your sending institution

**Deadline of application:** September 30, 2018

## ABOUT THE JOB

<u>TASKS</u>	<u>REQUIREMENTS</u>
<ul style="list-style-type: none"><li>▪ promotion of scholarship programmes</li><li>▪ editing websites</li><li>▪ administration (back office)</li><li>▪ providing help for incoming/outgoing participants – students, teachers, staff (front office)</li><li>▪ making statistics</li><li>▪ doing some research work for the actual projects of the directorate</li><li>▪ provide support to the colleagues in their daily work</li><li>▪ taking part in the organisation of events</li></ul>	<ul style="list-style-type: none"><li>▪ fluent English skills - written and spoken (min. C1 level)</li><li>▪ proactivity</li><li>▪ accuracy</li><li>▪ experienced computer skills in Word and Excel</li><li>▪ reliability and responsibility</li><li>▪ openness</li><li>▪ creativity</li><li>▪ Fields of study especially welcomed:<ul style="list-style-type: none"><li>- International Studies</li><li>- Social Sciences, Business, Economics</li><li>- Higher Education / Pedagogy</li></ul></li></ul>

## WHAT WE OFFER

- Wide range of tasks to make your traineeship as colourful and as fruitful for your future career as possible 😊
- Openness to adjust tasks to your personal and professional field of interest – if possible
- A balanced combination of hard work and inspiration
- Nice work environment
- Participating in numerous exciting events organised by the directorate. (Please note that this opportunity depends on which period of the academic year you spend at us.)
- Chance to get in touch and hang out with our international students and join our local ESN association that offers you plenty of cool programmes and discounts
- Super location in a beautiful city.

## APPLICATION

Do you feel ready to challenge yourself? Do not hesitate to send your application to [internship@uni-corvinus.hu](mailto:internship@uni-corvinus.hu) **until September 30, 2018:**

1. Your detailed CV with 2 photos of you: one official and another that really shows your personality or something special that we shall know about you.
2. Your cover letter. We are very much interested what motivates you to work with us, so feel free to tell us as detailed as you would like to.

Should you have any questions, do not hesitate to [contact us](#).

**We are waiting for your application!**

