



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

<b>COMPANY</b>	International Office of the Faculty of Business and Economics, University of Pécs
<b>LOCATION</b>	Rákóczi str. 80. Pécs, Hungary
<b>MAIN AREAS OF ACTIVITY</b>	administrative tasks, database management, event organization, administrative support of the application and selection procedures,
<b>DETAILED DESCRIPTION OF ACTIVITIES</b>	03/2019 administrative support, database management, 04/2019 application evaluation, database management, supporting application and selection procedures, keeping contact with applicants, event management 05/2019 administrative support, supporting application and selection procedures, keeping contact with applicants, database management,
<b>STUDENT PROFILE</b>	Recent graduates or students studying on higher level Willingness to learn Team spirit Excellent communication skills Easy to adopt to a new environment Accuracy
<b>TYPE OF STUDIES</b>	Business Administration /Marketing/Management/Communication/International Relations/Tourism
<b>LEVEL OF STUDIES</b>	undergraduate/graduate
<b>LANGUAGE</b>	English
<b>STARTING DATE</b>	2020 March
<b>DURATION</b>	3 months
<b>SALARY</b>	NA



<b>GRANT (eg. ERASMUS)</b>	Candidates apply for an Erasmus+ internship mobility scholarship
<b>OTHER CONTRIBUTION</b>	Hungarian language course Accommodation in the dormitory of the University (upon request)
<b>DEADLINE</b>	Deadline for submitting the applications: <b>10<sup>th</sup> January 2020</b>
<b>APPLICATION REQUIREMENTS</b>	CV Motivation letter
<b>CONTACT</b>	Mária Lajos International Coordinator lajos.maria@ktk.pte.hu

