



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 | 03/2015 organizing events, recruitment, administrative support, back office work, database management 04/2015 application evaluation, administrative support, back office work, database management, assistance in the application procedure for the Summer School 05/2015 administrative support, keeping contact with applicants, database management, event management, assistance in the preparation phase of the Summer School 06/2015 issuing certificates&transcripts, database management, background materials, administrative closing of the semester, as- sistance in the preparation phase of the Summer School 07/2015 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 adopt to a new environment |
| TYPE OF STUDIES | Business Administration/Marketing/Management |
| LEVEL OF STUDIES | undergraduate/graduate |
| LANGUAGE | English |
| STARTING DATE | March 2015 |
| DURATION | 5 months |
| SALARY | NA |
| GRANT (eg. ERASMUS or LEONARDO) | Candidates shall apply for an Erasmus+ internship mobility scholarship |



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| OTHER CONTRIBUTION | Hungarian language course Accommodation in the dormitory of the University |
| DEADLINE | Deadline for submitting the applications: 31 st January 2015 |
| CONTACT | Judit Trombitas International Coordinator trombitasj@tkk.pte.hu |

