

Catholic University in Ružomberok

The company

Address	Hrabovská cesta 1A, 034 01 Ružomberok, Slovakia
Type of business	University
Professional work trainee will get experience in	Foreign relations office/Erasmus+ Institutional Coordinator

Trainee's profile

Languages required	A2 - B2 English, German. Knowledge of Italian and Spanish is welcomed
Computer skills	PowerPoint, Word, Excel, Facebook, Internet
Required skills	Flexibility, as well as enthusiasm and empathy for the difficulties encountered by international students in a new environment and culture. This position will suit a dynamic individual who is keen to learn about administrative processes at university. It will also benefit someone who is interested in learning about new cultures and languages. As the university is located in the hills, the position will particularly suit those interested in cycling, hiking, skiing and other outdoor activities.

Job description

Job content

The administrative assistant will help with the enrolment of international students and daily administrative work including: photocopying documentation, brief translations, managing communication via Facebook. The assistant will also be required to help coordinate social activities for international students, such as trips to museums, SK cities. There will also be opportunities to accompany students on these trips.

Note

25 (this is an average – there will be quieter and busier times).

Monday to Friday: between 9am and 4pm, although a flexible approach is required, especially during social and cultural activities for foreign students/staff.

The University can assist with finding accommodation.