

University of Pécs - International Office of the Faculty of Business and Economics

The company

Address	University of Pécs, Faculty of Business and Economics. Rákóczi str. 80. Pécs, Hungary
Type of business	Higher education
Professional work trainee will get experience in	Administrative tasks, database management, organizing events, management of social media activities, web-site management, administrative support for students, back office work.
Internship dates	January – July (7months)

Trainee's profile

Languages required	English
Faculty	Business Administration /Marketing/Management/Communication/International Relations. Undergraduate/graduate.
Required skills	<ul style="list-style-type: none">● Willingness to learn● Team spirit● Excellent communication skills● Easy to adapt to a new environment

Job description

Job content

January - keeping academic records, issuing certificates&transcripts, database management, administrative closing of the semester

February orientation for newcomers, event organization, administrative support

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

Notes

As another contribution intern is offered to have a free Hungarian language course and possibility to rent student dormitory.