



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

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, event organization, administrative support of the application and selection procedures,
DETAILED DESCRIPTION OF ACTIVITIES	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,
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 Accuracy
TYPE OF STUDIES	Business Administration /Marketing/Management/Communication/International Relations/Tourism
LEVEL OF STUDIES	undergraduate/graduate
LANGUAGE	English
STARTING DATE	2020 March
DURATION	3 months
SALARY	NA



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

