

Erasmus Internship

CALL FOR APPLICATION

The International Office of the Prague University of Economics and Business, Czech Republic is looking for **Admission office assistant** intern for the Autumn semester 2024.

Description: The VŠE Admission Office is actively informing international students about study options at our university from all around the world. Admission Office is in daily contact with prospective students and navigate them through the process of finding the right programme for them.

We are looking for an intern, who would help us with providing information and support services as well as helping with organising events for international students, communicating with VSE ambassadors and our partner universities in Study in Prague consortium.

Requirements:

- Be a current student at a higher education institute,
- be able to communicate confidently and professionally in English,
- be able to communicate in Czech/Slovak on B1 level or fluent in Slavic language
- have an experience with communication with students
- and be able to work independently.

It is even better, if:

- You have experience with organizing events,
- you are not afraid to work with students,
- you have experience with social medias,
- you enjoy taking photos,
- you are able to use editing tools (pl. PhotoShop, Canva).

Term: Autumn Semester 2024, ideally from September for 6 up to 12 months.

Salary: This internship is compatible with the Erasmus SMP framework, the financial grant can be provided by sending institution only.

Deadline for application: 30 April 2024

How to apply: Send a CV with a passport photo to admissions@vse.cz

The subject of the e-mail shall be „Application for internship”

