

Erasmus Work Placement at the University of Debrecen

The Office of International Relations of the University of Debrecen, Centre of Arts, Humanities and Sciences is looking for an intern to assist staff members in everyday duties.

Main responsibilities:

- assist staff with administration
- sort and file documents
- assist in organizing events and programs
- help and advise international students with orientation and registration
- help update the website of the office, administer a social network page

Desired skills:

- computer literacy (word/excel)
- very good command of oral and written English

Duration of internship:

15 November 2012 – 15 March 2013

Workload:

35 hours/week

Financial support:

Please apply for Erasmus funding at your home university.

How to apply?

Please send:

- a motivation letter
- a CV

by email to harsanyi.andrea@tek.unideb.hu by 29 October.