



Faculty of Business and Economics

Internship offer at the Faculty of Business and Economics, Mendel University in Brno International Relations Office

Faculty of Business and Economics, Mendel University in Brno, is one of the leading economic faculties in Czechia, with approx. 3000 students (10% of them are international) and 150 staff members. Faculty's aim is to strengthen internationalization by active support of both incoming and outgoing students and teachers and seeking for new opportunities for partnerships.

The internship will take place at the International office of Faculty of Business and Economics, Zemědělská 1, Brno (Mendel University campus). The main task will be overall administrative support for the international officers, namely:

- Active seeking for opportunities for promotion of our study programmes in Eastern Europe
- Communication with partners and agents, organizing road shows abroad and participating on them
- Setting up and maintaining content of the promotional website of the faculty
- Support during organization of international events (typically conferences) at the faculty
- Other administrative support of services provided by faculty's international office

No salary is provided, using Erasmus+ grant for practical training is supposed. Mendel University provides accommodation and lunches for reasonable price.

Required skills:

- Fluency in English (at least level B2)
- Proactivity, communicativeness, responsibility, flexibility, open-mindedness
- Using PC, especially office applications

Previous international experience and knowledge of Russian language are welcomed, but not necessary.

Internship of minimum length 2 months (longer duration preferred) should take place between February and June 2017.

Students interested in this offer are encouraged to send their motivation letter and CV no later than 31th of December 2016 to foreign@pef.mendelu.cz