



KATOWICE SCHOOL OF ECONOMICS

GÓRNOŚLĄSKA WYŻSZA SZKOŁA HANDLOWA

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INTERNSHIP OFFER

ERASMUS 2013/14

Dear Partner,

We are looking for the student who would be interested in having the placement within LLP-Erasmus programme in our International Relations Office.

Position: Assistant in the International Relations Office

Duration: 3 months / 4 months / 5 months / 6 months (depends on student's preferences)

Requirements:

- languages:
 - Turkish – native
 - English – B2
 - Knowledge of other languages could be an asset
- excellent communication & interpersonal skills
- good organisational skills
- self-reliance and flexibility
- being ready for group work and individual work
- positive attitude
- quick adjusting to new environment
- knowledge of MS Office Package

Duties:

Student on the placement will be responsible for:

- organising events for international students
- helping with the current tasks in the office
- assisting international students
- supporting preparation of the reports, information packages, promotional materials, meetings, travel itineraries
- current translations - English - Turkish
- preparing documentation in English
- administration of the international programs

Number of positions: 1 student can be accepted

Application:

Application consist of 2 parts: documentation and interview.

1. Application documents - please send us:

- a. CV in English
- b. Cover Letter in English
- c. Information from home university about nomination for Erasmus Placement
- d. Confirmation of Student Status provided by home university
- e. Language certificates (not necessary but it will be an asset)

2. Interview by phone or Skype

Deadline for application: 15 NOVEMBER 2013

What we offer:

- ✓ Help with finding economical accommodation
- ✓ Work in the international environment
- ✓ Flexible working hours
- ✓ Possibility of self-development

We do not provide any salary. Cost of living covered by student on his/her own (Erasmus scholarship from a home university).

Please forward this information to students who can be interested to have internship in Poland.

CONTACT DETAILS:

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