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**ERASMUS+ INTERNSHIP OFFER FOR 2016/17**

***Place of internship:***

UNIVERSITY OF MISKOLC, Secretariat of the Vice-Rector for Research and Int’l Relations (International Office)

***What we need***:

A candidate to take the post of trainee assistant working closely together with the international mobility coordinator for the administrative management of incoming Erasmus student affairs

***Duration of internship:***

9 months (whole academic year), 1 September 2016 – 30 June 2017

***Terms of payment:***

Erasmus+ grant received from the home university (or zero-grant Erasmus+ status with stable financial background) to cover the standard living costs

***Working hours***:

30 – 40 hours/ week

***Description of activities:***

support to and communication with incoming Erasmus students (registration, orientation day, course selection, immigration matters, mentoring, administrative processing of documents, scanning, correspondence, file-keeping)

***Requirements:***

* CV (Curriculum Vitae) together with your motivation letter
* proof of English language proficiency corresponding to level B2/C1 of the Common European Framework of Reference for Languages;
* good communication skills, friendly and empathetic attitude to people
* computer skills (Power Point, Outlook, Word, Excel)
* to have affinity with paperwork and administrative processes

***What we offer:***

* congenial work environment, helpful fellow workers
* participation in all Erasmus student events organized by ESN
* excellent opportunities for travelling in the region or country
* on-campus accommodation in students halls of residence (about 110-120 EUR/month)
* sport activities, possibility of taking part in lectures or language courses on request
* acquiring transferrable skills (writing, intercultural communication, problem solving)

***Application deadline:***

15 July 2016

***Contact and send documents by e-mail to:***

*Krisztina SÁNDOR, International Mobility Coordinator, Erasmus Officer*

[*reksando@uni-miskolc.hu*](mailto:reksando@uni-miskolc.hu)

***Erasmus homepage:***[*http://erasmus.uni-miskolc.hu/EN*](http://erasmus.uni-miskolc.hu/EN)