



**UNIVERSITY OF ECONOMICS IN BRATISLAVA**

# **ERASMUS+ TRAINEESHIP OFFER**

**PROPOSED BY**

**The International Relations Office**



**Erasmus+**





**The intern will be located at the International Relations Office at the University of Economics in Bratislava. The International Relations Office successfully handles mobility and exchange issues, international networks, and strategic partnerships, as well as information to both incoming and outgoing students and staff. A new focus of the Office recently became a better Social Media presence.**







## TRAINEE DESCRIPTION

### NAME OF THE OFFICE

The International Relations Office for Incoming students

### DURATION

4 to 6 months (preferably one semester)

### WORKING SCHEDULE

Monday to Thursday (30 hours per week)

### WORK DESCRIPTION

- Correspondence with international students and Partner Universities
- Organising events for international students (e.g. Welcome Week, International Study Abroad fair)
- Social Media management: content creation for YouTube, Instagram and Facebook, as drafting texts, photos, videos and having new ideas
- General administrative tasks

### REQUIREMENTS

- Be an University student eligible for the Erasmus+ grant for traineeships for the full work period
- Have excellent English language skills (spoken and written - at least Level B2)
- Active computer skills and Social Media experience
- International experience is an advantage



## TRAINEE DESCRIPTION

### TERMS AND CONDITIONS

- Start of the internship should be throughout the year 2023/2024
- The length of the internship is 4 to 6 months (preferably one semester)

### HOW TO APPLY

**Send - in English - your CV, letter of motivation, and examples of your work to [internship@euba.sk](mailto:internship@euba.sk)**

**Click in the link below and check out the video about the internship position at EUBA**

**<https://www.youtube.com/watch?v=gMO1ZLj5WX4eading>**



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