

## **Erasmus Student Work Placement in Hungary International Office Assistant**

### **Employer Information**

Name of organization	Szent István University
Address	Páter Károly u. 1 2100 Gödöllő, Hungary
Telephone	+36 28 522 000
Fax	+36 28 410 804
E-mail	tarr.zsuzsanna@fh.szie.hu
Website	www.sziu.hu
No. of employees	~2100
Short description of company	Szent István University (SZIU), one of Hungary's largest institutions of higher education, consists of seven different faculties for study and research, hosting approximately 15,000 students. The university campuses, located throughout the country, are home to some of the most beautiful buildings in Hungary, offering students and staff a comfortable, relaxing environment for the attainment of knowledge.

### **Contact Details**

Contact person	Gábor Csikós
Department and job title	Exchange Student Coordinator, International Relations Office
Telephone	+36 28 522 000 (x1027)
E-mail	csikos.gabor@fh.szie.hu

## Placement Information

Department/ Function	International office
Description of Activities	<ul style="list-style-type: none"> <li>• Tasks associated with the International Relations Office, including keeping contact with partner institutions and processing aid for international student exchange programs.</li> <li>• Providing practical help to international visitors.</li> <li>• Assisting in the reception of delegations and university guests.</li> <li>• Assisting in organizing events at the university</li> <li>• Assisting in marketing the university</li> </ul>
Location	Szent István University International Relations Office Páter Károly u. 1 2100-Gödöllő, Hungary
Duration	6-7 months
Working hours / week	38 hours per week.
Accommodation	Accommodation is available in the on-campus student dormitories. Colleagues can assist in finding a flat. Interns are responsible for covering the costs of their accommodation and other living expenses.
Payment or other benefits	Tons of fun in an international environment! Gaining experience in an international setting, being part of a young enthusiastic team, pleasant working atmosphere. Interns are expected to apply for ERASMUS internship grants from their home university.

## **Competencies, Skills and Other Requirements**

Minimum Requirements	Currently enrolled in university in a field relating to international relations, communications, PR or marketing.
Language skills	Advanced level of English language is required. Other languages(e. g. Hungarian, German, French) are a plus, but not required.
Computer skills	Familiar with Microsoft Windows and Office applications.
Drivers license	Not required
Other	Previous international experience is a plus.

Interested applicants should submit the following documents to the Office of International Relations at Szent István University.

- 1) Curriculum Vitae
- 2) Cover Letter

**The deadline for application is April 1, 2014.**

If you have any questions, please contact us by email or phone.