



Erasmus Placement International Office of Szent István University

Within the framework of the LLP Erasmus Placement Programme, the Faculty of Economics, Agricultural and Health Studies of Szent István University in Békéscsaba offers the opportunity for students to do an internship at the International Office.

EMPLOYER INFORMATION	
Name	Szent István University – Faculty of Economics, Agricultural and Health Studies
Address	Bajza u. 33. Békéscsaba 5600 Hungary
Telephone	+ 36 66 524 700 (ext. 1044)
Fax	+ 36 66 447 002
E-mail	erasmus@gk.szie.hu
Website	www.gk.sziu.hu
Description of the institution	<p>The Faculty of Economics, Agricultural and Health Studies strives to turn out graduates who have received a strongly practical training focusing on problem-solving.</p> <p>The Faculty has international links which spread over several types of joint activity and cooperation. We organise international links that provide our staff and students with opportunities for international mobility under the Erasmus Scheme and for participation in other EU projects.</p> <p>Our transatlantic partner is Murray State University in the USA, which also receives students from us for a semester.</p>

CONTACT PERSON	
Name	Gábor Csikós
Department and job title	International office International programmes assistant
Telephone	+ 36 66 524 700 (ext. 1044)
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DETAILS OF THE INTERNSHIP	
Duration of the internship	3 months (preferably March 1-June 1)
Places available	1
Working hours	30 hours per week
Main tasks and responsibilities	<ul style="list-style-type: none"> • Tasks associated with the International Office - including keeping contact with partner institutions and processing aid for international student exchange programs. • Assisting in marketing the university - active participation in the Faculty's campaign for incoming students • Administration of incoming applications - managing Excel charts, producing and analysing statistics • Managing the Facebook page and Twitter account of the Faculty
Requirements	<ul style="list-style-type: none"> • Minimum requirement: Currently enrolled in university in a field relating to international relations, HR, 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. • Other: Previous international experience is a plus
Accommodation	Arranged by the university (150 EUR/month)
Payment	unpaid (Candidates are required to apply for an Erasmus scholarship to their home university)
How to apply?	Send your CV and motivation letter in English to erasmus@gk.szie.hu
Application deadline	January 31, 2013