

# **INTERNSHIP OPPORTUNITY**

## **KEY RESPONSIBILITIES**

- **Assistance with Erasmus+ Program:**
  - support in organizing and coordinating the international exchange program Erasmus+
  - communication with international exchange students
  - assisting participants with programme-related inquiries and administrative support with incoming agenda.
- **Cultural Support:**
  - assistance to international students
  - helping them navigate academic and cultural challenges and facilitating integration into the university community
- **Event Coordination:**
  - organizing and promoting events such as Welcome Week, International Week and events for international students in cooperation with ESN MENDELU

## **QUALIFICATIONS**

- Currently enrolled in a Bachelor's or Master's programme
- Strong organizational and communication skills
- Cultural sensitivity and a passion for engaging with diverse communities
- Proficiency in English; additional language skills are a plus
- Ability to work independently as well as part of a team
- Own laptop

## BENEFITS

- Gain practical experience in international relations and higher education administration
- Develop valuable skills in cross-cultural communication, project management, and event coordination
- Build a professional network and forge connections with individuals from around the world
- Contribute to the promotion of global engagement and cultural exchange within the university community

## WHO CAN APPLY?

- All students who have active student status and who may have an Erasmus+ funded traineeship.

## DURATION

- This is a part-time traineeship position for a minimum of 3 months. Starting September/October 2024.

## HOW TO APPLY?

Please submit your **CV** and **Cover Letter** by **31 July, 2024** to:

 [int.rec@mendelu.cz](mailto:int.rec@mendelu.cz)

## ABOUT IRO MENDELU

The Department of International Relations and Internationalization coordinates MENDELU's activities in the field of international cooperation. It administers international exchange programs for students, academic and non-academic staff, and maintains bilateral relationships with foreign universities.