



UNIVERSITY OF FINANCE AND ADMINISTRATION
VYSOKÁ ŠKOLA FINANČNÍ A SPRÁVNÍ

INTERNATIONAL INTERNSHIP

ERASMUS+ PROGRAMMES INTERN UNIVERSITY OF FINANCE AND ADMINISTRATION IN PRAGUE

INTERNSHIP DESCRIPTION

We are currently looking for an intern to join our team in the Erasmus+ Programmes Office at VŠFS, University of Finance and Administration in Prague.

You will be responsible for assisting us by working closely with staff and students and helping in the organisation of international activities within the university community.

TASKS

The main tasks include:

- Providing administrative support to the Erasmus Team. The duties of the role include a range of general administrative duties (answering phone calls, dealing with student enquiries and correspondence).
- Assisting in designing marketing materials.
- Design communication actions to the outside through social networks, website, etc.
- Helping organise Welcome Weeks, Farewell day, International Erasmus Day, etc.
- Co-operation with the VŠFS International Buddy Programme.

The ideal candidates must have a good command of written and spoken English – B1 (Level of Common European Framework of Reference for Languages).

The candidate must be familiar with the use of Microsoft Office and has to be highly organized and accurate while completing multiple tasks.

We are recruiting for positions for **Fall 2017**, for a minimum of six months, preferably for the complete academic year.

The position is full time (8 hours/day), from Monday to Friday. **The Applications are welcome from students who receive a traineeship grant under the Erasmus+ Programme.**



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VŠFS, University of Finance and Administration will provide a free Public Transportation pass that covers areas across Prague.

TO APPLY

To apply, please send a CV and cover letter in English to the Erasmus+ Programmes Team to the following email address: Jenna.Ronaldson@vsfs.cz before **4th June 2017**.

Please note:

- We can only accept applicants with the right to work in the Czech Republic.
- If you are successful in your application for the internship with us, you will have to obtain work (including liability and accident) insurance and health insurance with coverage for the Czech Republic.

SELECTION OF CANDIDATES:

Candidates will be informed of our decision by **17th June 2017**.

Prague, 16th May 2017