



UNIVERSITY OF FINANCE AND ADMINISTRATION
VYSOKÁ ŠKOLA FINANČNÍ A SPRÁVNÍ

INTERNATIONAL INTERNSHIP

TEAM OF City University of Seattle, USA at UNIVERSITY OF FINANCE AND ADMINISTRATION IN PRAGUE, Czech Republic

INTERNSHIP DESCRIPTION

We are currently looking for an intern to join the Team of City University of Seattle at VŠFS, University of Finance and Administration in Prague.

You will be responsible for daily communication with international students studying MBA and BSBA programs, helping with basic administrative work, assisting the Team of international relations and helping in the organization of international activities within the university community.

TASKS

The main tasks of the candidates will be:

- Regular communication with students of MBA, BSBA and Global programs
- Perform regular administrative work dealing with student enquiries and correspondence
- Preparation of classrooms for lectures and workshops
- Responsibility for library and book rental
- Administration of registration of students
- Provide support with CityU Orientation days and enrollment days
- Assisting to the Team of International Relations.
- Helping to organize Winter and Summer schools and other international activities for students.

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.



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We are recruiting for the position **starting from 2. 12. 2019 - 29. 5. 2020 or upon mutual agreement.**

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

TO APPLY

To apply, please send a CV and cover letter in English to the Team of International Relations to the following email address: intern@vsfs.cz before **17th November 2019.**

Please note:

- We can only accept applicants with the right to work in the Czech Republic.
- If you are finally selected to do the internship in University of Finance and Administration in Prague you will have to get a work (including liability and accident insurance) and a health insurance with coverage in the Czech Republic (we can mediate special students insurance offer).

SELECTION OF CANDIDATES:

Candidates will be informed about the decision before **22nd November 2019.**

Prague, 23 October 2019