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Os Serviços de Relações Internacionais divulgam informação sobre a seguinte oferta de estágio internacional:

Entidade:	University of Pécs
Website:	www.english.ktk.pte.hu
Oferta de estágio em:	Serviços administrativos em Relações Internacionais
Localização:	Hungria
Procedimento de candidatura:	Os interessados deverão enviar CV e carta de motivação para kolos.lilla@ktk.pte.hu
Oferta recebida em	11 de outubro de 2018
Anúncio:	Consultar documento em anexo

Salientamos que o programa Erasmus+ permite a realização de três tipologias de estágio: curricular, extracurricular e recém-graduado (informações adicionais em: <https://alunos.uminho.pt/PT/estudantes/programasmobilidade/Paginas/EstagiosErasmus.aspx>).

Será importante referir que a possibilidade de atribuição de uma bolsa Erasmus Placement ao candidato selecionado estará sempre dependente do cumprimento dos requisitos de elegibilidade associados ao Programa Erasmus+. Para a formalização deste processo o estudante deverá contactar os SRI (erasmusplacement@sri.uminho.pt).

NO BOUNDARIES SEM BARREIRAS	Serviços de Relações Internacionais Universidade do Minho Campus de Gualtar 4710-057 Braga Tel: +351-253-604505 Fax: +351-253-604509	Campus de Azurém 4800-058 Guimarães Tel: +351-253-510169 Fax: +351-253-510125
	sri@sri.uminho.pt http://www.uminho.pt alunos.uminho.pt www.uminho.pt Siga-nos  	



INTERNATIONAL OFFICE OF THE FACULTY OF BUSINESS AND ECONOMICS,
UNIVERSITY OF PÉCS

COMPANY	International Office of the Faculty of Business and Economics, University of Pécs
LOCATION	Rákóczi str. 80. Pécs, Hungary
MAIN AREAS OF ACTIVITY	administrative tasks, database management, event organization, management of social media activities, administrative support for students, back-office work
DETAILED DESCRIPTION OF ACTIVITIES	02/2019 orientation for newcomers, event organization, adminis- trative support 03/2019 administrative support, back-office work, database man- agement, social media activities 04/2019 application evaluation, administrative support, back office work, database management, social media activities 05/2019 administrative support, supporting recruitment activities, keeping contact with applicants, database management, event management, social media activities 06/2019 issuing certificates&transcripts, database management, background materials, administrative closing of the semester, so- cial media activities
STUDENT PRO- FILE	Recent graduates or students studying on higher level Willingness to learn Team spirit Excellent communication skills Easy to adopt to a new environment
TYPE OF STUD- IES	Business Administration /Marketing/Management/Communication/International Rela- tions/Tourism
LEVEL OF STUDIES	undergraduate/graduate
LANGUAGE	English
STARTING	2019 January



DATE	
DURATION	5 months
SALARY	NA
GRANT (eg. ERASMUS)	Candidates apply for an Erasmus+ internship mobility scholarship
OTHER CONTRIBUTION	Hungarian language course Accommodation in the dormitory of the University
DEADLINE	Deadline for submitting the applications: 16th November 2018
APPLICATION REQUIREMENTS	CV Motivation letter
CONTACT	Lilla Kolos International Coordinator kolos.lilla@ktk.pte.hu

