



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 the Team of Erasmus program at VŠFS, University of Finance and Administration in Prague.

You will be responsible for assisting the team, working closely with staff and students and helping in the organization of international activities within the university community.

#### TASKS

The main tasks include:

- Provide 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 organize Welcome, Farewell day, International Erasmus Day, etc.
- Cooperation 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 **Spring/Summer 2018**, 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 offers free 10 meals vouchers per month for University's canteen.

### **TO APPLY**

To apply, please send a CV and covering letter in English to the Team of Erasmus program to the following email address: [natalia.kacperska@vsfs.cz](mailto:natalia.kacperska@vsfs.cz) before **10th of December 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 a health insurance with coverage in the Czech Republic.

### **SELECTION OF CANDIDATES:**

Candidates will be informed about the decision before **20th of December 2017**.

Prague, 21st of November 2017