

internship offer

at the international office

Position: Communication and mobility officer at the International Office, Faculty of Management, Comenius University Bratislava

Period of the internship: for at least 2 months anytime during September-July

Job description:

- Communication and management of incoming mobilities (students and staff)
- Handle enquiries from students, staff and teachers regarding international mobilities
- Deal with enquiries from university staff regarding international students
- Facilitate the arrival of new students (information and advice before arrival)
- Organizing welcome weeks
- Assist with visa enquiries
- Assist with accommodation enquiries
- Organize events for international students
- Support international visitors before and during their stay
- Create promotional materials

Salary: the applicant is expected to benefit from the Erasmus+ internship grant

Accommodation: provided at the dormitories Mlyny UK

How to apply? Send your CV to lucia.vilcekova@fm.uniba.sk

