



The intern will be located at the International Relations Office at the University of Economics in Bratislava. The International Relations Office successfully handles mobility and exchange issues, international networks, and strategic partnerships, as well as information to both incoming and outgoing students and staff. A new focus of the Office recently became a better **Social Media presence**.

ELIGIBILITY AND REQUIREMENTS

- Interns must be university students and eligible for the Erasmus+ grant for traineeships for the full work period
- Eligible candidates must have excellent English language skills (spoken and written, at least Level B2)
- Active computer skills and Social Media experience are necessary
- International experience is an advantage

DUTIES

- Correspondence with International students and Partner universities
- Contribution to organizing events for International students, for example, Welcome Week, International Study Abroad Fair, Snack&Chat, etc.
- Managing Social Media accounts - drafting the text, photos, and videos for social media; creating content for YouTube, Instagram, and Facebook; brainstorming new ideas
- General administrative tasks

TERMS AND CONDITIONS

- Start of internship: throughout the academic year 2022/2023 or 2023/2024
- The length of the internship is 4 to 6 months (preferably one semester)
- Interns are required to work from Monday to Thursday (26 hours per week)

