



University of Economics in Bratislava  
Institute of International Relations  
Center for North American Studies  
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## ERASMUS INTERSHIP

*Subject: CNAS Communication and Administrative Assistant*

### Placement of internship:

University of Economics in Bratislava  
Institute of International Relations  
Center for North American Studies (CNAS)

### Main goal of internship:

- direct marketing of courses and communication with stakeholders, students and partners from North America;
- design and layout of promotional study materials;
- administration of CNAS courses, logistics of guest speakers
- support of the business-academic cooperation

### Duration of internship:

- 5 months (1 semester)

### Period of internship:

- winter term: 15.09.2016 – 06.02.2017

### Terms of payment:

Erasmus scholarship received from your home university to cover the standard living costs

### INTERNATIONAL STUDENT'S GUIDE TO SLOVAKIA

[http://www.saia.sk/user/documents/publikacie/student-guide\\_web\\_2014.pdf](http://www.saia.sk/user/documents/publikacie/student-guide_web_2014.pdf)

### Requirements:

- CV (Curriculum Vitae) together with your motivation letter, subject and period of internship sent to [peter.rusinak@euba.sk](mailto:peter.rusinak@euba.sk);
- proof of English language proficiency corresponding to level B2/C1 of the Common European Framework of Reference for Languages;
- experience in communication with corporate and academic environment is welcome;
- computer skills (Power Point, Outlook, Word, Excel);
- graphics skills optional (not obligatory): Corel, Adobe Illustrator, Photoshop.

### What we offer to you:

- participation on CNAS business-academic courses (ECTS credits) free of charge;
- work in pleasant international environment;

- accommodation, student lunch card, sport activities;
- central location of Bratislava in the region – excellent opportunity for extra travelling in Central Europe.

**Application deadline:**

**30.06.2016**

**Contact:**

University of Economics in Bratislava

Institute of International Relations

Center for North American Studies

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