



The International Relations Office of the Law Faculty / Eötvös Loránd University (ELTE) in Budapest/Hungary offers a position for an intern for the duration of the autumn semester of 2018/19.

**Duration:**

4-5 months (September 2018 – January 2019)

**Commitment:**

Full time

**Description:**

The main tasks are:

- handling several mobility projects regarding the exchange students;
- dealing with the Erasmus paperwork regarding incoming/outgoing students;
- contributing to the promotion and management of international mobility programs,
- dealing with students, helping them,
- participate in organizing Erasmus events.

The following knowledge, skills and competences will be acquired:

- Experience with independence in a foreign country (previous participation in the Erasmus exchange program is considered as an advantage);
- Ability to work in multicultural environment;
- Ability to deliver quantity and quality of work;
- Initiative (ability to work independently);
- Good verbal communication skills;
- Ability to collaborate closely with other members of the International Office

**Application:**

- B2 level of English proficiency (knowledge of Hungarian is an advantage)
- CV, English language certificate and motivation letter should be sent until **1 May 2018** to the following email address: [incoming@ajk.elte.hu](mailto:incoming@ajk.elte.hu)
- Decision shortly after the application deadline

**Link:**

[http://www.ajk.elte.hu/en/studying\\_here](http://www.ajk.elte.hu/en/studying_here)

**No scholarship or salary provided but it can be financed from the ERASMUS+ mobility program with a mobility agreement for traineeship!**

**Akos Udovecz**

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