



UNIVERSITY OF FINANCE AND ADMINISTRATION  
VYSOKÁ ŠKOLA FINANČNÍ A SPRÁVNÍ

## **INTERNATIONAL INTERNSHIP**

### **TEAM OF INTERNATIONAL COMMUNICATION UNIVERSITY OF FINANCE AND ADMINISTRATION IN PRAGUE**

#### **INTERNSHIP DESCRIPTION**

We are currently looking for an intern to join the Team of international communication 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 of the candidates will be:

- Provide administrative support to the Team of international communication. 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 **Autumn 2016 and/or Spring 2017**, 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 Prague Public Transportation pass and generous discount off accommodation.

### **TO APPLY**

To apply, please send a CV and covering letter in English to the Team of international communication to the following email address: [erasmus@vsfs.cz](mailto:erasmus@vsfs.cz) before **28th August 2016**.

Please note:

- We can only accept applicants with the right to work in the Czech Republic.
- If you are finally selected to do the internship in University of Finance and Administration in Prague you will have to get a 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 **8th September 2016**.

Prague, 28th July 2016