



DEBRECENI EGYETEM

University of Debrecen

PLACEMENT OFFER

COMPANY	UNIVERSITY OF DEBRECEN / INTERNATIONAL RELATIONS OFFICE
LOCATION	Egyetem tér 1 4010 Debrecen Hungary
MAIN ACTIVITY	University co-operation, International Relations and student mobility
PLACEMENT OFFERED	<ul style="list-style-type: none">• assist staff with administration• emails• help and advise incoming students (orientation, registration)• help organizing international trips of university staff members• help overseeing bilateral cooperation agreements• disseminate information on scholarships• handle scholarship applications• help update the website of the Centre for External Relations
STUDENT PROFILE	Any relevant discipline, English speaker, good computer skills, able to work on his/her own
TYPE OF STUDY	Any relevant discipline
LEVEL OF STUDY	Any level of study
DESIRED SKILLS	<ul style="list-style-type: none">• computer literacy (Word, Excel)
LANGUAGE	<ul style="list-style-type: none">• English – Fluent• fluency in Hungarian is an asset
DATES	21 st August 2012 – 21 st December 2013
WORKLOAD	35 hours/week
DEADLINE	Application should include a CV and a letter of interest. Before: 16 th July 2012
CONTACT	Ms Cintia GUNDA University of Debrecen International Relations Office 4010 Debrecen Egyetem tér 1 Hungary internationaloffice@admin.unideb.hu