**Position: International Office Trainee**

**Unit: ELTE Law School/International Office**

**Place:** 1053 Budapest, Kecskeméti utca 10-12., 4. emelet

**Main tasks and responsibilities:**

* Handling several mobility projects regarding the exchange students;
* Dealing with administrative paperwork at the Office;
* Contributing to the promotion and melte elter anagement of international mobility programs,
* Dealing with students, helping them,
* Participate in organizing Erasmus events at the faculty

**Working hours: 25 hours/week**

**Requirements**:

* at least 4 semesters completed
* English B2
* Erasmus+ scholarship

**Advantage:**

* Hungarian or any other foreign language spoken in Europe besides English
* Ongoing studies in the field of Humanities, Law, International Relations, Social Sciences

**Skills and Competences:**

* Ability to work in multicultural environment
* Ability to deliver quantity and quality of work;
* Initiative (ability to work independently);
* Good verbal communication skills;

**Knowledge**, **skills and competences to be acquired by the end of the traineeship (expected Learning Outcomes):**

* Ability to work in multicultural environment
* Good verbal communication skills;

**Deadline for application:** -

**Planned starting date:** 2020.09. 07.

**Planned closing date (end of the traineeship):** 2020.12.21.

**Duration of the traineeship:** 5 months

**Application:** CV and a short cover letter is requested to be sent to intern@dep.elte.hu

Subject line: **International Office Trainee (ELTE Law School)**

**About the organisation/unit:**

The International Relations Office (IRO) of the Faculty of Law operates and executes organization and administration tasks related to international relations on faculty level.

The IRO coordinates the ever-growing network of international exchange programs (e.g. Erasmus+), registers the bilateral agreements with partner faculties and universities, records foreign scholarships and applications, looks after visiting professors and also who participate in international mobility programs abroad and takes care of all related responsibilities, furthermore organizes and coordinates legal training in German and French languages. The IRO informs lecturers and students about new scholarship opportunities, international events and applications on a regular basis and assembles guidebooks about the faculty in different languages. Lastly, the IRO focuses on producing informative brochures in foreign languages and handles matters related to ANNALES, the faculty’s  compilation of legal publications in foreign languages.

**More information about the organization/unit:**

https://www.ajk.elte.hu/en/iro

https://www.ajk.elte.hu/en/erasmus