

## **Erasmus Work Placement at the University of Debrecen**

The Office of International Relations of the University of Debrecen, Centre of Arts, Humanities and Sciences is looking for an intern to assist staff members in everyday duties.

Main responsibilities:

- assist staff with administration
- sort and file documents
- assist in organizing events and programs
- help and advise international students with orientation and registration
- help update the website of the office, administer a social network page

Desired skills:

- computer literacy (word/excel)
- very good command of oral and written English

Duration of internship:

15 November 2012 – 15 March 2013

Workload:

35 hours/week

Financial support:

Please apply for Erasmus funding at your home university.

How to apply?

Please send:

- a motivation letter
- a CV

by email to [harsanyi.andrea@tek.unideb.hu](mailto:harsanyi.andrea@tek.unideb.hu) by 29 October.