

Pécsi Tudományegyetem, Pollack Mihály Műszaki és Informatikai Kar

PLACEMENT OFFER

Intern in Communication of International Developments (Higher Education, Events and Profile)

Employer Information	
Name of the organisation/company:	Pécsi Tudományegyetem, Pollack Mihály Műszaki és Informatikai Kar
English name of the organization/company:	Pécsi Tudományegyetem, Pollack Mihály Műszaki és Informatikai Kar
Website:	http://pmmik.pte.hu/ , http://architecture.pte.hu/ , http://international.pte.hu/?language=en
Country:	HU
City:	Pécs
Postal code:	7624
Address:	Boszorkány utca 2.
Generic e-mail address:	medvegygabriella@pmmik.pte.hu
Employees (approximately):	Not set
Brief description of the organisation/company:	<p>The University of Pécs is the biggest higher education institute in our region, and one of the oldest in Europe: it was established 650 years ago in 1367. With its ten faculties, the University of Pécs plays a significant role in Hungarian higher education. The University offers a broad range of training and degree programmes, ensuring high-level knowledge-transfer and research. We have internationally recognised programs, and over 25,000 currently enrolled students including about 2,000 foreign students.</p> <p>As one of the largest and most vibrant institutions of technical higher education in Hungary, we adhere to a contemporary approach towards education which is recognised internationally. Our objective is to provide a flexible and high quality education producing specialists in the field of architecture, design, IT and classical engineering fields, who are able to meet the demands of the technical, cultural, artistic and social transformation taking place in 21st century European society.</p>

Contact Details	
Name of contact person:	Dr Gabriella MEDVEGY
Title/ department/ function:	vice-dean, representative of international programs
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Placement Information	
Department / function:	Dean's Office, Trainee of International Communication

Placement Information

Brief description of the placement (activities & tasks):	Faculty needs new and contemporary methods in field of communication in international relations and development (Students, Partners, Researches, Marketing, Image, International Programs etc.) Trainees have to take care on refresh regularly the visual façades of the Faculty like small videos, creative reports, brochures, promotion materials, event's reports - in filed of: researches on the Faculty, international education programs, cultural events of the city and the region, strength of the international communication of the Higher Education Institute. Position is opened to ideas, longer term concepts, workshops with students of the Faculty and others. Position is opened to Interns with good verbal or visual communication skills and both. Trainees have to work directly with vice-dean of international relations, representatives of Architectural Institute and the Admissions Office.
Planned start date of the placement period:	01. 10. 2014
Duration (in months):	HU
Working hours per week:	40
Through which programme(s) would you receive interns:	Yes
Trainees per year:	4
Other:	Help by documents in visa procedure, find accommodation and health insurance. Help by communication of Hungarian regulation. Contemporary and scientific atmosphere. Relationship with international organisations and relative professions in Pécs.

Requirements

Which academic area(s) do you accept applications from?:	Audio-visual techniques and media production Language acquisition Literature and linguistics Sociology and cultural studies Journalism and reporting Management and administration Marketing and advertising Secretarial and office work Travel, tourism and leisure
Required level of studies:	MA / MSc, PHD
Language requirements:	English
Other requirements:	

Application procedure

Deadline for applications:	31. 08. 2014
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Application procedure

Application process:

Need documents (digitally):

- Record and transcripts of previous studies
- Letter of motivation in English containing information about schools attended, achievements, skills
- Curriculum Vitae in English
- Statement or transcript confirming sufficient knowledge in English
- Passport photo
- Recommendations, any other relevant documents (optional)
- Portfolio of works in digital version (optional)

After the documents are received a personal or on-line interview (Skype) is arranged. The aim of the interview is to gain sufficient information about the applicant's:

- English language skills,
- the professional dimension ,
- communication skills.