

Erasmus Student Work Placement in Hungary

International Relations Office

Employer Information

Name of organization	Szent István University
Address	Páter Károly u. 1 2100 Gödöllő, Hungary
Telephone	+36 28 522 000
Fax	+36 28 410 804
E-mail	tarr.zsuzsanna@fh.szie.hu
Website	http://www.szie.hu
No. of employees	~2000 at SZIE (6 at the IRO)
Short description of company/office	<p>SZIU, one of Hungary's largest institutions of higher education, consists of nine different faculties and an institute for study and research. With parts of its history dating back over 200 years, SZIU blends Hungary's traditions and deep roots in agriculture with cutting-edge technology to meet the needs of its students in today's competitive labor markets.</p> <p>We have more than 400 international cooperation agreements in the fields of education and research. For 12 years we have been successfully running the Lifelong Learning Erasmus and Ceepus mobility programs. SZIU is a member of the most respected European and worldwide communities for higher education, such as EUA, ICA (including IROICA, CASEE and AGRINATURA), EAEVE and VetNest.</p>

Contact Details

Contact person	Dr. Zsuzsanna Tarr
Department and job title	Office of International Relations (Head), Institutional ERASMUS Coordinator
Telephone	+36 28 522 000 (x1017)
E-mail	tarr.zsuzsanna@fh.szie.hu

Placement Information

Department/ Function	Office of International Relations / Assistant to Head
Description of Activities	<ul style="list-style-type: none"> • Tasks associated with the International Relations Office, including keeping contact with partner institutions and processing aid for international student exchange programs. • Providing practical help to international visitors. • Assisting in the reception of delegations and university guests. • Assisting in organizing events at the university • Assisting in marketing the university
Location	International Relations Office Szent István University Páter Károly u. 1 2100-Gödöllő, Hungary
Duration	3-9 months
Working hours/week	38 hours/week
Accommodation	Intern to make own arrangements. Colleagues can assist in booking accommodation at the SZIE hostel (200m from office) or finding a rental flat.
Payment or other benefits	Gaining experience in an international setting, being part of a young enthusiastic team, pleasant working atmosphere.

Competencies, Skills and Other Requirements

Minimum Requirements	Currently enrolled in university in a field relating to international relations, communications, PR or marketing.
Language skills	Advanced level of English language is required. Other languages (e. g. Hungarian, German, French) are a plus, but not required.
Computer skills	Familiar with Microsoft Windows and Office applications.
Drivers license	Not required
Other	Previous international experience is a plus.

Interested applicants should submit, by email or post, the following documents to the Office of International Relations at Szent István University.

1. *Curriculum Vitae (Europass format, including photo)*
2. *Cover Letter*
3. *Letters of recommendation (one from home university, one from a previous (international) employer (if any))*

The deadline for application is continuous – until the position is filled.

If you have any questions, please contact us by email or phone.