

PLACEMENT OFFER FOR CURRICULAR TRAINEESHIP

Faculty of Philology, Translation and Communication

Master's Degree in Creative and Humanistic Translation



Receiving institution information

Institution name: Eötvös Lorand University

Field of business: International Office, Rector's
Cabinet, ELTE

City/Country: Budapest/Hungary

Contact: Gréta Ercsey: greta.ercsey@rk.elte.hu

Job characteristics

Work period: Flexible

Duration of stay: 2 – 12 months

Financial support: Erasmus + Traineeship
scholarship

Job title: Intern at the International Office

Job description

Create background materials for the different types of activities of the Office; assist in the international marketing activities of the International Office; assist in the promotional activities of mobility programs (e.g. Erasmus); write texts for printed and online brochures in English and/or in Hungarian; edit the social media platforms of ELTE; participate in the preparation and organization of various events (e.g. Orientation Days, summer schools); translate into and from foreign languages; administrative tasks related to any international projects run by the International Office; ad-hoc administrative tasks.

Requirements

Excellent written and verbal communication skills in English (if available: excellent written and verbal communication skills in Hungarian language – this is not a minimum requirement); proficiency in Microsoft Office; use of Photoshop or other photo editing software is an advantage (only for certain marketing communications tasks); work independently; high quality work; speaking other foreign languages is an advantage.

Further information

Diverse tasks (you won't easily get bored); opportunity to learn: you can develop your skills in many fields (e.g. you can improve your organizational skills, written and verbal communication skills, grow your confidence) which can be useful for your future job; flexible working time: Non-ELTE international students - you are required to be at the Office half of your working hours and you can work from home the other half of your working hours; a working desk with a laptop at the International Office; reference letter for your future job after a successful cooperation.

CV (in English) should be sent to: nemzetkozi@rk.elte.hu. In the subject of the email, please include your name and phrase "international intern".