

DEBRECENI EGYETEM

University of Debrecen

PLACEMENT OFFER

COMPANY	UNIVERSITY OF DEBRECEN
	/ INTERNATIONAL RELATIONS OFFICE
LOCATION	Egyetem tér 1
	4010 Debrecen
	Hungary
MAIN ACTIVITY	University co-operation, International Relations and student
	mobility
PLACEMENT	assist staff with administration
OFFERED	• emails
	help and advise incoming students (orientation, registration
	• help organizing international trips of university staff members
	help overseeing bilateral cooperation agreements
	disseminate information on scholarships
	handle scholarship applications
	• help update the website of the Centre for External Relations
STUDENT PROFILE	Any relevant discipline, English speaker, good computer skills, able
	to work on his/her own
TYPE OF STUDY	Any relevant discipline
LEVEL OF STUDY	Any level of study
DESIRED SKILLS	• computer literacy (Word, Excel)
LANGUAGE	• English – Fluent
	fluency in Hungarian is an asset
DATES	21 st August 2012 – 21 st December 2013
WORKLOAD	35 hours/week
DEADLINE	Application should include a CV and a letter of interest.
	Before: 16 th July 2012
CONTACT	Ms Cintia GUNDA
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	International Relations Office
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	Hungary
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