

# INTERNATIONAL INTERNSHIP

## Internship title: Study Abroad Intern

### DESCRIPTION

We are currently looking for an intern to join the Team of Study abroad programs at American University in Bulgaria, 12 Svoboda Bachvarova Street, 2700 Blagoevgrad, Bulgaria ([www.aubg.edu](http://www.aubg.edu)).

You will be responsible for assisting the team, working closely with staff and students and helping in the organization of study abroad events, and activities within the university community.

Type of contract: The Applications are welcome from university students who receive a traineeship grant under the Erasmus+ Programme or other grant supporting student mobility.

Duration: 4 months (1 semester) or 9 months (full academic year)

Starting date: 1<sup>st</sup> of September 2017 (autumn semester) or 15<sup>th</sup> of January 2018 (spring semester)

### TASKS

The main tasks of the candidate will be:

- Provide administrative support to the Study Abroad Team - general administrative duties;
- Assisting in designing advertising and information materials;
- Helping in the planning and organizing of all information meetings, training workshops, sessions, International week, and other study abroad activities, and events etc.

### SKILLS

Excellent written and spoken English – B2 level or higher (Level of Common European Framework of Reference for Languages);

IT Tools (Microsoft Office etc.);

Listening and Communication skills, both written and verbal;

Good organizational skills;

**Competencies required:** punctuality, creativity, reliable, precise, and hardworking.

Priority will be given to students who speak Chinese or Japanese languages.

The position is full time (8 hours/day), from Monday to Friday.

### APPLICATION

To apply, please send a CV and a motivation letter in English to: [mhandzhiyska@aubg.edu](mailto:mhandzhiyska@aubg.edu) before **10<sup>th</sup> of August 2017**.

### SELECTION OF CANDIDATES:

Candidates will be informed about the decision until **14<sup>th</sup> of August 2017**.