

# Admissions Office Intern

## **DESCRIPTION**

We are currently looking for an intern to join the Team of Admissions Office at American University in Bulgaria, 12 Svoboda Bachvarova Street, 2700 Blagoevgrad, Bulgaria (<https://www.aubg.edu/admissions-office>).

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

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

## **DURATION:**

- a) 2 months (July-August)
- b) 4 months (1 semester – end of August until middle of December);
- c) 9 months (full academic year - end of August until late May);
- d) 12 months ( full calendar year – beginning of July until end of June);

Starting date: a) 1<sup>st</sup> of July; b) last week of August; c) last week of August; d) 1<sup>st</sup> of July

## **TASKS**

The main tasks of the candidate will be to:

- Provide administrative support to the Admissions Team - general administrative duties;
- Assist in the preparation and implementation of different events and activities;
- Do Online research;
- Data entry;
- Guide campus tours;
- Prepare information and advertising packages.

## **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;

**Personal capabilities required:** flexibility, punctuality, creativity, preciseness and hardworking.

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