

## International Students Office Intern

### **DESCRIPTION**

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

You will be responsible for assisting the team, working closely with staff and students and helping in planning of events 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:

- Assist in designing programs for the students:
  - ✓ Get acquainted with the main features of the AUBG community and some specific issues because of difference in economic background, age and ethnicity (there are students from 35 countries; age varies between 16 and 25).
  - ✓ Propose ideas for a comprehensive program of cultural events and experiences for students during the academic year.
  
- Provide administrative support to the International Students Coordinator in assisting the new international students with obtaining their student entry visas/ residence permit:
  - ✓ Answering phone calls and e-mails about the visa/ residence permit process
  - ✓ Being in contact with the Ministry of Education in Sofia, Migration office, etc.
  - ✓ Helping with the visa/ residence permit application documents required by the Bulgarian authorities.
  - ✓ Providing new international students with information about Orientation, transportation from Sofia to campus, basic things about the town and the country.
  - ✓ Maintain various files and records needed by International Students Office.

**SKILLS:** Strong communication and interpersonal skills; ability to plan and organize multiple tasks; attention to detail; communicative, precise, energetic and efficient, capable of working under pressure; good command of Microsoft Office tools.