

Student Services Intern

DESCRIPTION

We are currently looking for two interns to join the Department of Student Services at the American University in Bulgaria, 12 Svoboda Bachvarova Street, 2700 Blagoevgrad, Bulgaria. The Department of Student Services supports student learning through programs and services that promote celebration of diversity, development, and leadership, and that communicate the values and standards of the AUBG community. Student Services achieves its goals through programs and services such as Orientation, Residence Life, Sports and Athletics, Career Services, Counseling Services and Learning Support Services and a wide range of co-curricular activities from theater to community service to student government.

Find out more at www.aubg.edu

You will be responsible for assisting the Student Services team in working closely with staff and students and helping in the organization of the student services programs and activities.

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) 12 months (full calendar year – beginning of July until end of June);

Starting date: a) 1st of July; b) 1st of July

TASKS

The main tasks of the candidate will be to:

- Provide administrative support to the Student Services Team - general administrative duties;
- Assist in updating and designing advertising and information materials;
- Help in the planning, organizing, and the implementation of all Student Services activities and student events.
- Assist in the preparation and updating of all the relevant information for Student Services on the AUBG webpage and Student Services social media.
- In the months June-August prepares materials for conference guests.
- Assists Conferences and Events Office and the Office of Residence Life in welcoming conference guests and providing information and assistance as needed to event participants.
- Assists in the planning of the AUBG Educational Summer Camp (www.aubg.edu/camp) , specifically in the creating of the educational and social programming of the camp and the planning of the Camp Staff training and orientation; supports and assists the Summer Camp Staff in their tasks.

- Assists in the preparation of assessment and evaluation tools of conference services.

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.