

Study Abroad Intern

DESCRIPTION

We are currently looking for an intern to join the Team of Erasmus and Study abroad programs at American University in Bulgaria, 12 Svoboda Bachvarova Street, 2700 Blagoevgrad, Bulgaria (<https://www.aubg.edu/studyabroad>).

You will be responsible for assisting the team, working closely with staff and students and helping in the organization of Erasmus, study abroad, exchange 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) 1st of July; b) last week of August; c) last week of August; d) 1st of July

TASKS

The main tasks of the candidate will be to:

- Provide administrative support to the Study Abroad Team - general administrative duties;
- Assist in updating and designing advertising and information materials;
- Help in the planning, organizing, and the implementation of all information meetings, training workshops, sessions, Erasmus week, summer initiatives, cultural events, and other Erasmus, study abroad, exchange activities etc.
- Provide information, advices and guidance to incoming and outgoing study abroad participants
- Assist in the preparation and updating of all the relevant information for Erasmus, study abroad and exchange programs in AUBG webpage.

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.

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

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