



## ERASMUS+ traineeship at Corvinus University of Budapest

- BE PART OF A GREAT CHALLENGE! -

### ABOUT US

Corvinus University is one of the most famous and prestigious economic universities in Hungary, located just in the heart of Budapest.

The Research Directorate of our Business School is engaged in organising scientific events, communicate research-oriented news and information, coordinate research support mechanisms at Corvinus Business School, etc. We are responsible for organising research activities at the Faculty.

We are a dynamic team of 4 colleagues who are very passionate about their job.

We are always open to working with zealous students. We usually have around 1-2 interns in the same time, mostly Hungarians. We are working with international partners in organising research events and communicate to our partners in english about our scientific results and outputs. We are engaged in science communication at international level.

If you are an open-minded person who is ready to get into science communication and want to bring something new to our office and institution, read this job advertisement below and consider our offer! 😊

### GENERAL INFORMATION

**Institution:** Corvinus University of Budapest, Corvinus Business School

**Department:** Faculty Research Directorate

**Position:** Erasmus+ intern

**Duration:** matter of discussion (5-10 month)

**Beginning of the traineeship:** matter of discussion (2019 october)

**Working hours:** matter of discussion (30-40 hours / week)

**Payment:** Erasmus+ scholarship or any other fund given by your sending institution

**Deadline of application:** September 10, 2019

## ABOUT THE JOB

<u>TASKS</u>	<u>REQUIREMENTS</u>
<ul style="list-style-type: none"><li>▪ science communication</li><li>▪ promotion of scientific events</li><li>▪ editing new websites of research directorate</li><li>▪ taking part in the organisation of events</li><li>▪ writing reports on events</li><li>▪ editing research newsletter</li><li>▪ editing issues of scientific report</li><li>▪ making statistics</li><li>▪ making infographics on the scientific activity of the faculty</li><li>▪ provide support to the colleagues in their daily work</li></ul>	<ul style="list-style-type: none"><li>▪ fluent English skills - written and spoken (min. C1 level)</li><li>▪ creativity</li><li>▪ proactivity</li><li>▪ accuracy</li><li>▪ experienced computer skills in Word and Excel</li><li>▪ reliability and responsibility</li><li>▪ openness</li><li>▪ Fields of study especially welcomed:<ul style="list-style-type: none"><li>- Social Sciences, Business, Economics</li><li>- International Studies</li><li>- Marketing, Graphics</li></ul></li></ul>

## WHAT WE OFFER

- Wide range of tasks to make your traineeship as colourful and as fruitful for your future career as possible 😊
- Openness to adjust tasks to your personal and professional field of interest – if possible
- A balanced combination of hard work and inspiration
- Nice work environment
- Participating in numerous exciting events organised by the directorate. (Please note that this opportunity depends on which period of the academic year you spend at us.)
- Chance to get in touch and hang out with international researchers
- Super location in a beautiful city.

## APPLICATION

Do you feel ready to challenge yourself? Do not hesitate to send your application to [gabriella.kiss@uni-corvinus.hu](mailto:gabriella.kiss@uni-corvinus.hu) **until September 10, 2019:**

1. Your detailed CV with 2 photos of you: one official and another that really shows your personality or something special that we shall know about you.
2. Your cover letter. We are very much interested what motivates you to work with us, so feel free to tell us as detailed as you would like to.

Should you have any questions, do not hesitate to [contact us](#).

**We are waiting for your application!**

