



PÁZMÁNY

Pázmány Péter Catholic University
1635

Central Office for Foreign Affairs

Intézményi azonosító: F179633
1088 Budapest, Szentkirályi utca 28.

**Internship offer for
INTERNATIONAL TRAINEE
position**

Name of the position: International Trainee

Employer: Pázmány Péter Catholic University

Department: Central Office for Foreign Affairs and Central Communication Department

Location: Budapest, Hungary

Task and responsibilities:

- Supporting the daily work of Central International Office
- Conducting written interviews with international students about their experience related to studying at Pázmány.
- Assisting the communications team in the production of social media content in English, targeting the international students of the University.
- Creating podcasts with international students studying at Pázmány.
- Organizing events for international students at the University (eg. Welcome and Farewell events, social events).
- Creating monthly English language newsletters for events and interesting facts.

Requirements:

- Ongoing studies in higher education.
- Excellent English skills, both spoken and written.
- Excellent communication skills.
- Interest in higher education and international student engagement.
- Creative mindset and openness to generate fresh content ideas.
- Proactive attitude and the ability to work well in a team.

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| Mailing address: 1085 Budapest, Szentkirályi utca
28.

Preferable when evaluating applications:

- Studies at the fields of International Studies, Marketing, Communication or Media
- Studies at a Catholic Higher Education Institution
- Experience in the Erasmus Programme or in international environment

What do we offer?

- We **strongly recommend to apply to Erasmus KA131 Student Mobility for Traineeship Grant** at your University.
- Subsidized accomodation in University dormitory in the centre of Budapest during the internship together with our international students
- Valuable experience in communications, marketing and media content creation in a dynamic university environment
- Contribution to the international student community of Pázmány
- Supportive team and colleagues

The internship is planned for a negotiable duration of a minimum of 3 months. It will indicatively start in September 2024.

Applicants will be requested to participate in an interview via Zoom call.

Working time: full-time (40 hours/week)

Place of work: 1085 Budapest, Horánszky street. 20. / 1088 Budapest, Mikszáth Kálmán square 1.

If You are interested about this opportunity and meet the requirements, please send us your CV and motivational letter to international.office@ppke.hu e-mail address.

Application deadline: 20th August 2024