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Internship Opportunity in the Centre for International Cooperation at the University of Ostrava

Would you like to gain some experience as an intern? Are you interested in working in an exceptional international environment at one of the European universities? Then we are waiting for you!

The University of Ostrava is looking for students and graduates who are interested in an internship as a member of the Centre for International Cooperation. You can get a remarkable opportunity to cooperate with the Erasmus Student Network and help with the organisation of events and activities for international students. Moreover, you will have a chance to provide the support for the Centre for International Cooperation by preparing administrative and marketing materials.

Take the opportunity to get the ERASMUS grant from your sending institution!

Position Title: Intern in the Centre for International Cooperation

Start Date: January/February 2022

Duration: 3 - 4 months

Number of working hours per week: 20

What will you do?

- Administrative and marketing support for the Centre for International Cooperation
- Activities and cooperation with the ESN UO (organize events for incoming international students)
- Prepare marketing materials
- Optional: Translation of documents

What do we expect from you?

- Knowledge of English, level B2/C1
- Knowledge of other language is welcome (Russian, Spanish, etc.)
- Computer skills (proficiency in MS Office – Word, Excel, etc.)
- Intercultural communication skills
- Teamwork skills

What do we offer?

- Support in managing the accommodation/VISA/health insurance
- Friendly international environment
- Chance to gain experience by working at one of the Czech prestigious universities



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- Opportunity to enjoy the lively and poetic atmosphere of the formerly industrial city of Ostrava

Does it sound interesting to you? Send us your **CV** and **the motivational letter** to the email:
marketa.mikova@osu.cz