



UNIVERSITY OF FINANCE AND ADMINISTRATION  
VYSOKÁ ŠKOLA FINANČNÍ A SPRÁVNÍ

## **INTERNATIONAL INTERNSHIP**

### **TEAM OF INTERNATIONAL RELATIONS UNIVERSITY OF FINANCE AND ADMINISTRATION IN PRAGUE**

#### **INTERNSHIP DESCRIPTION**

We are currently looking for an intern to join the Team of International Relations at VŠFS, University of Finance and Administration in Prague.

You will be responsible for daily communication with international students, helping with basic administrative work at the reception of dorms – Campus VŠFS, assisting the Team of international relations and helping in the organization of international activities within the university community.

#### **TASKS**

The main tasks of the candidates will be:

- Provide communication and administrative support at the reception of University dorms – Campus VŠFS (dealing with student enquiries and correspondence, filling in the registration forms, assisting with student's accommodation).
- Assisting to the Team of International Relations.
- Helping organize Winter school and other international activities for students.

The ideal candidates must have a good command of written and spoken English – B1 (Level of Common European Framework of Reference for Languages) and basic command of spoken Czech or Slovak – A2 (Level of Common European Framework of Reference for Languages).

The candidate must be familiar with the use of Microsoft Office and has to be highly organized and accurate while completing multiple tasks.

We are recruiting for positions for **Autumn 2016 and/or Spring 2017**, for a minimum of six months (preferably for the complete academic year).

The position is full time (8 hours/day), from Monday to Friday. The Applications are welcome from students who receive a traineeship grant under the Erasmus+ Programme.



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VŠFS, University of Finance and Administration offers free Prague Public Transportation pass and discount off accommodation.

### **TO APPLY**

To apply, please send a CV and covering letter in English to the Team of International Relations to the following email address: [lucie.finova@vsfs.cz](mailto:lucie.finova@vsfs.cz) before **15th November 2016**.

Please note:

- We can only accept applicants with the right to work in the Czech Republic.
- If you are finally selected to do the internship in University of Finance and Administration in Prague you will have to get a work (including liability and accident insurance) and a health insurance with coverage in the Czech Republic.

### **SELECTION OF CANDIDATES:**

Candidates will be informed about the decision before **25th November 2016**.

Prague, 27th October 2016