

ERASMUS INTERNSHIP IN THE CZECH REPUBLIC

Mobility Projects Coordinator's Assistant

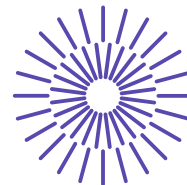
International office of [Technical University of Liberec, Czech Republic](#) is looking for passionate and hard-working students or recent graduates to fill an Erasmus+ unpaid internship position of a Mobility Projects Coordinator's Assistant.

General information:

- Duration: from 3 months up to 12 months,
- Commitment: Full-time
- Only students benefiting from the Erasmus+ programme.

Main responsibilities:

- Administration of mobilities (using Beneficiary module for mobility agenda),
- Preparing materials and activities for the participants (folders, id cards, agendas),
- Delivering cultural activities (tour around the city, museum visit, Welcome week programme, etc.),
- Supporting coordinators with administrative tasks
- Preparing material for social media. Taking pictures, video.



Minimum requirements:

- Bachelor's or Master's degree student who is eligible to perform an internship within the **ERASMUS+ PROGRAMME** (100% OBLIGATORY CONDITION),
- Good knowledge of English (B2). Knowledge of other foreign languages will be an advantage.

Additional requirements:

- Experience delivering classes,
- Team work skills, friendliness, open-mindedness and creativity,
- Desire to succeed and willingness to go the extra mile,
- Good use of Microsoft Office Package,

We offer:

- Working in the friendly atmosphere, variety of tasks within international agenda,
- Opportunity to practice different languages while being part of a vibrant international team,
- Career advancement opportunities and continuous professional development,
- Certificate after internship

Links:

www.tul.cz/en

All candidates interested are invited to send us their CV and cover letter on:

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