

# Trainee at the International Relations Office

Internship offer at the Faculty of Business and Economics,  
Mendel University in Brno

Faculty of Business and Economics, Mendel University in Brno, is one of the leading economic faculties in Czechia, with approx. 3000 students (10% of them are international) and 150 staff members. The aim is to strengthen internationalization by active support of both incoming and outgoing students and teachers and seeking new opportunities for partnerships.

The internship will take place at the International Relations office of Faculty of Business and Economics, Zemědělská 1, Brno (Mendel University campus). The main task will be overall administrative support for the international officers, namely:

- Administration of entrance exams for the students
- Communication with students and agents
- Support during the organization of international events (typically conferences) at the faculty
- Other administrative support of services provided by the faculty's international office

No salary is provided, using Erasmus+ grant for practical training is supposed.

## Requirements:

- Fluency in English (at least level B2)
- Proactivity, communicativeness, responsibility, flexibility, open-mindedness
- Using PC, especially office applications
- Minimum **3 months** (longer duration preferred)

Students interested in this offer are encouraged to send their **motivation letter** and **CV** to **foreign@pef.mendelu.cz**. It is necessary to state your *availability* (at least exact months) and to tell us *what skills* you can offer for this position (well-described). Do not forget to mention *one thing* you know about Brno or The Czech Republic 😊