

# The university is looking for a PROGRAMME DEVELOPMENT TRAINEE to perform tasks related to Postgraduate and Executive Programs

## Why apply with us?

- Long-term job opportunities
- Flexible working hours to suit your studies
- Continuous professional support
- Unique networking and development opportunities
- Varied and challenging tasks
- Permanent income-earning potential, hourly rate of pay
- Tasks in an international environment

## What do we offer?

- Valuable work and a real contribution to common goals
- Work directly with experts in marketing and sales
- Connect with teachers with experience in all fields
- Learn about marketing strategy and implementation in the academic sector
- Outstanding organisational experience
- Nice colleagues and an international environment

## What are your challenges?

- Specific tasks related to the development of current and new programs, such as:
  - Supporting the development process of postgraduate programs
  - Analyzing target segments for specific programs and develop value propositions and positioning strategies for current and new programs
  - Participating in developing the communications plan for the year
  - Assisting the corporate relations department in the effort to take programs to market
  - Supporting program directors in the communication and marketing of programs
  - Participation in the organization and preparation of events and programs
  - Preparation of background material, decision support material, benchmarking
  - Providing support for procurement processes
  - Assisting in market research activities, performing secondary research work

## What do we expect?

- Work at least 16-20 hours per week and longer-term employment
- Fluency in written and spoken English
- Basic understanding of marketing strategy or product development concepts
- Active BCE student status
- Active membership of the Quantum School Cooperative (can be arranged on starting work)
- Precision, punctuality, reliability, proactivity
- Compulsory professional commitments (subject to prior agreement)

If you are interested, please send you application

- your CV in English
- a cover letter in English (max. 1000 characters with spaces)
- one of your previous articles, blog posts or social media posts that you think have worked well
- and your salary requirements (hourly rate)

**to [eszter.cser@uni-corvinus.hu](mailto:eszter.cser@uni-corvinus.hu) e-mail address**

In the subject line of the letter, please write: POSTGRAD trainee.

Applications will be accepted continuously from 30 January 2023 until the position is filled.