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 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 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 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 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.