

The International Mobility team of Corvinus is looking for a new student intern
in the position of the **Student Assistant**
20-25 hours per week, for an indefinite period.

The International Mobility unit is responsible for international mobility programmes, supervised by the Vice-Rector for Education, and operating under the leadership of the Head of International Mobility Programmes.

Job description:

To support the colleagues of the International Mobility unit in their administrative tasks and to assist in the day-to-day running of the office.

Tasks:

- Managing, editing, formatting and updating databases.
- Preparing documents and forwarding them to other organizational units.
- Assisting in the preparation of visits by foreign guests and partners.

Requirements:

- Confident spoken and written English.
- Accuracy and precision.
- Creative thinking and wide range of interests.
- Excellent communication skills.

Place and time of work:

The office is located in the main building of the University, with the possibility of working from home by agreement. Schedule is adapted to university studies, 20-25 hours per week. The University will provide the necessary equipment (e.g. laptop).

Salary:

Gross HUF 2,300/ hour through the Quantum Student Union.

How to apply:

Please send your CV in English to henrietta.novak@uni-corvinus.hu.

Budapest, May 2025

