

Internship - Career Services Office

The Career Services Intern actively contributes to the activity of the Career Services Office, supporting university's students and graduates as they prepare to transform their Corvinus experience into meaningful professional engagement. The role includes responsibilities and tasks related to internal and external communication, event organization and knowledge research.

Responsibilities

- **Communication:** Career Newsletter and eDMS
 - managing requests from employers with regards to distributing career related information via the Career Newsletter and targeted messages (eDMs). Administration of the transactions (order forms, invoices, etc), follow-up.
 - managing the subscriptions and the user database
 - editing and distributing the newsletter and the eDMs using MailerLite, Canva, Wordpress, etc. Updating the vacancies on the online job board.
 - reporting and impact measuring
- **Social media:** producing and managing social media platforms
- **Event organization support:** Active involvement during career related events and projects (Career & Business Festival, Orientation Week, workshops, employer events)
- Monitoring the office e-mail box
- **Career research** on data supporting the office services: alumni employment, organizations as potential hosts of internships and placement
- Occasionally: **outreach** to local and international organizations as potential employers, to promote the career services

Location & commitments

- Part-time contract, through the Quantum Student Association
- 15-20 h / week
- Location: Career Services Office (Corvinus University, building C), 1 home-office day/week
- Possibility to conduct as mandatory internship

Candidate requirements

- Current student of the Corvinus University of Budapest
- Confident English language use and native Hungarian
- Precision, proactive attitude
- Ability to make decision independently, while also working in a collaborative environment
- Ability to communicate effectively and confidently with external partners, including corporate representatives
- Interest or curiosity towards career support services - desirable
- Experience in creating content via social media (Instagram, Facebook, possibly TikTok) beyond personal use
- Experience using Canva, Wordpress, or any platforms for managing e-newsletters – desirable

If you are interested in this role, please send your **CV in English language, together with a brief motivation letter** (explaining why you would be a good fit and what do you hope to learn through this internship) to Cristina Bálint-Nagy cristina.balint-nagy@uni-corvinus.hu . We will start reviewing the applications and schedule interviews (in person or on Teams) from **July 8, 2025**. Expected start of the position: late August or early September 2025.