

Career Services Centre – Internship Position

The Intern actively supports the work of the Career Services Centre, assisting students in their transition from university to the global labour market by developing and maintaining strong relationships with local and international employers. This position is integral to the effective operation of the Centre and includes responsibilities related to the development and maintenance of the employer database, conducting research activities focused on mapping employers, supporting internal and external communications, and assisting with event organisations.

Responsibilities

Database and Research support activities:

- Identify and research potential employer partners willing to provide internship and job opportunities for Corvinus students and graduates
- Build and maintain the employer database
- Collect and update information on job and internship opportunities, as well as graduate programmes
- Record graduate programme start dates and application timelines
- Ensure that the database is regularly updated and accurate
- Compile data on alumni employment

Communication:

- Respond to requests from employers, external organizations, and internal university units in relation to engagement with employers and other career related topics.
- Initiate contact with local and international employers to support outreach and engagement

Event organization support

- Support the organisation of career related events and projects (such as Career & Business Festival, Student Orientation Week, workshops, employer events)

Location & Commitments

- Part-time contract, through Diákmania
- 15-20 h / week
- Location: Career Services Centre, 1 home-office day/week
- Possibility to conduct as mandatory internship

Candidate requirements

- Current student of the Corvinus University of Budapest
- Strong verbal and written English communications skills (Hungarian is not needed)
- Precision, proactive attitude
- Ability to communicate effectively and confidently with external partners, including corporate representatives
- Ability to make decision independently, while also working in a collaborative environment

Application

If you are interested in this role, please send your CV to Noémi Farkas-Hussey (noemi.farkas-hussey@uni-corvinus.hu).