

Senior Application – Academic Year 2026/27

Call for Application

AT THE DORMITORIES OF THE CORVINUS UNIVERSITY OF BUDAPEST CAMPUS SERVICES, WE ARE ANNOUNCING AN APPLICATION CALL FOR SENIOR ASSISTANT POSITIONS FOR THE 2026/2027 ACADEMIC YEAR (ONE POSITION PER DORMITORY BUILDING): KINIZSI, RÁDAY, GELLÉRT, AND TARKARÉTI

Position Description:

The senior mentor assists with residents' administrative matters, with particular emphasis on the move-in and move-out periods.

General duties include:

- Participating in scheduled duty shifts (including presence in the dormitory office),
- Maintaining internal records and logs,
- Managing the shared email account during shifts,
- Assisting with room monitoring throughout the year,
- Actively participating in check-in/check-out processes,
- Supporting and supervising dormitory events.

Appointment Period:

The appointment is for **12 and 11 months**:

- at the Kinizsi Dormitory, for a period of 12 months, from 1 July 2026 until 30 June 2027;
- at the Ráday Dormitory, for a period of 11 months, from 1 August 2026 until 30 June 2027;
- at the Gellért Campus Dormitory, for a period of 11 months, from 1 August 2026 until 30 June 2027;
- at the Tarkaréti Dormitory, for a period of 11 months, from 1 August 2026 until 30 June 2027.

The senior is selected by the dormitory manager in agreement with the Head of Campus Services, who issues a written assignment outlining specific responsibilities. Accommodation in the dormitory is provided based on an individual rental agreement at the discretion of the Head of Campus Services.

Working languages: Hungarian and English

Detailed Responsibilities:

- Fulfil duties assigned by the dormitory head,
- Cooperate with and support the work of the dormitory head,
- Supervise and enforce the Dormitory Code of Conduct and other internal regulations, and ensure norms of communal living are upheld,
- Support students in adjusting to the community and resolving personal concerns,
- Perform duty shifts according to a pre-arranged schedule as part of the dormitory's 24/7 supervision system,
- Report monthly to the dormitory head on task completion,
- Manage the dormitory's shared email account during duty shifts,
- Take active part in the move-in and move-out process,
- Prepare and manage room allocations on an ongoing basis,
- Carry out continuous administrative tasks,
- Perform any additional duties listed in the service agreement.

Remuneration:

To be defined in a separate service agreement.

Advantages in the selection process:

- Current or former residency in one of the Corvinus dormitories,
- Previous dormitory community or advocacy experience at Corvinus University,
- External applicants with at least a bachelor's degree from another higher education institution and a minimum of **2 years of dormitory experience**.

The application must include:

- Personal data and contact information (including photo, phone number, and email),
- Details of past student engagement or advocacy work at dormitory or university level,
- Motivation letter and proposed approach to the role.
- Dormitory preference order, in case you apply for more than one dormitory.

Application deadline:

Sunday, 31 May 2026, 10:00 AM

Applications must be submitted via email to: viktor.szeker@uni-corvinus.hu

Email subject line: "Senior Application 2026/27"

All applicants will receive confirmation upon submission.

Expected interview date:

Between 08 June 2026 – 12 June 2026 (Applicants will be informed via email with further details.)

For further information, please contact:

Viktor Szeker  viktor.szeker@uni-corvinus.hu

All applicants will be notified of the results **via email** after the evaluation process.