

ERASMUS+ TRAINEESHIP OFFER

REQUIRED:

- English (B2 - C1)
- Czech/Slovak (C1 - C2)
- Proactive and communicative
- Strong organizational and computer skills
- Creative
- Available for a semester (4-6 months)
- Experience with Canva is a plus

SEND YOUR CV TO
marek.siwy@vsb.cz



The intern will be located at the International Contact Point Office at the VSB - Technical University of Ostrava. The ICP offers vital support to international students and academics with visa, accommodation, healthcare, and more. We provide insights into Ostrava's life, including transportation, sports, events, and culture. Additionally, we offer psychological consultations and personal development coaching and organize social events for foreigners to meet each other and learn something new about our culture.

ELIGIBILITY AND REQUIREMENTS

- Interns must be university students eligible for the Erasmus+ grant for traineeships for the entire period.
- Candidates must speak Czech or Slovak to assist our international students with communication at offices, doctors, and other places.
- English is essential, as we work with foreigners on a daily basis.
- If you can create appealing posters or presentations, that would be a plus.

DUTIES

- Communication and providing assistance to international students, employees, and their family members, both in person and via email
- Accompanying foreigners to offices, doctors, banks, and other locations
- Assisting with on-the-spot translation
- Organizing events for the international community
- General administrative tasks

TERMS AND CONDITIONS

- Start of internship: Throughout the academic year 2024/2025
- Length of internship: Preferably one semester
- The trainee will have a weekly schedule of 30 hours, with flexible working hours from Monday to Friday.