

## Internship offer

| Company Information                  |  |
|--------------------------------------|--|
| Name of the company (*)              | The Department of European Studies at the University of Wroclaw is looking for an Erasmus+ Intern  |
| Company Description                  | The programme is offered by the Chair of European Studies (Faculty of Social Sciences) at the University of Wroclaw. The curriculum focuses on the EU institutions, law, economics and policies but also on the specific knowledge related to European geopolitics, management and information society. In seminars, workshops and discussion sessions, students will analyse problems related to EU external relations, the area of freedom, security and justice, EU governance, and more. Particular emphasis will be put on various aspects of EU regional policy and skills associated with the management of EU funds and projects |
| Company email address                | paula.wisniewska@uwr.edu.pl  |
| Company full address – Country (*)   | The international office is located in the main building of the University of Wroclaw<br>address: Plac Uniwersytecki 1,50-137 Wrocław, room 109 (1st floor) and room 36 (ground floor)   |
| Company website (*)                  | <a href="https://international.uni.wroc.pl/en">https://international.uni.wroc.pl/en</a>  |
| Contact Person - Name and mail       | Paula Wiśniewska<br>paula.wisniewska@uwr.edu.pl  |
| Number of employees (*)              | Medium-sized enterprises (50 to 249 employees)   |
| Your organization is a Start Up? (*) | No   |
| Role Information                     |  |
| Role (*)                             |  |
| Industry (*)                         | University   |
| Functional Area (*)                  | International Centre   |
| Location (*)                         | Wroclaw, Poland  |
| Main duties (*)                      | Assistance to the programme's coordinator;<br>updating the website, intranet platforms, and databases;<br>PR and advertising activities via social media platforms;<br>media coverage of events;<br>conducting correspondence with candidates;   |

|  |   |
|--|---|
| What you will learn (*)                      | assistance to the programme's coordinator;<br>updating the website, intranet platforms, and databases;<br>PR and advertising activities via social media platforms;<br>media coverage of events;<br>conducting correspondence with candidates;  |
| Further information                          |   |
| <b>Offer details</b>                         |   |
| Duration (*)                                 | Feb 2021 – April 2021. It does not fit you? Apply anyway! We are flexible!  |
| Working hours (*)                            | Interns are required to work between 30 and 37,5 hours per week   |
| Start Date (*)                               | Flexible  |
| Apply by (*)                                 | Not specified   |
| Training bursary (*)                         | No  |
| Location (*)                                 | Main building of the University of Wroclaw<br>address: Plac Uniwersytecki 1,50-137 Wroclaw,<br>room 109 (1st floor) and room 36 (ground floor)  |
| <b>Candidate Profile</b>                     |   |
| Candidate Category (*)                       | Interns must be university students   |
| Level of Education (*)                       | Bachelor/Master/PHD/Other   |
| Field of Education (*)                       | Administration  |
| Willing to host person with disabilities (*) | No  |
| Language Skills (*)                          | fluent in English and other languages (it can be mother tongue)   |
| Digital Skills                               | proficient in Microsoft Office  |
| Other skills requested                       | A minimum of two years of university studies must be completed<br>International experience is an advantage  |
| <b>How to apply</b>                          |   |
| Information for Application (*)              | Please send your application letter with CV (in English) to paula.wisniewska@uwr.edu.pl or jakub.bornio@uwr.edu.pl. Remember to attach all academic details (home institution coordinator, contact details).<br>Selected applicants will be answered via e-mail for a potential online interview. |

(\*) Mandatory Fields