

INTERNSHIP VACANCY AT INTERNATIONAL RELATIONS OFFICE

Vacancy title	Internship at International Relations Office (IRO)
Requirements	<ul style="list-style-type: none"> • Computer literate with Microsoft Office suite: Word, Excel and PowerPoint • Good command of written and spoken English • Highly organized and accurate while completing multiple tasks • Positive attitude, good communication skills and open to other cultures
Tasks and responsibilities	<ul style="list-style-type: none"> • Communication with international students via e-mail / phone or personally • Participation in organizing international events for students • Social media content preparation • Providing administrative support to the International Relations Office team
Other information	University may provide help with accommodation at the campus
Salary	No financial contribution
Benefits	Lunch vouchers, participation in the events and trips prepared by the IRO
How to apply	Please send your CV and Cover Letter
Contact person	anna.rogalska@pwr.edu.pl phone no: +48 71 320 41 14 dwm.pwr.edu.pl
Period	From March 1 st 2022, 3 – 6 months
Hours per week	30 hours per week, Monday - Friday
Location	12 Na Grobli St., building L-3, Wrocław, 50-421