



## ERASMUS PLACEMENT OFFER

### Employer Information:

Corvinus University of Budapest  
International Office  
Fővám tér 8  
1093 Budapest, Hungary

Tel: + 361 482 5438  
Fax: + 361 482 5364  
e-mail: [intoffice@uni-corvinus.hu](mailto:intoffice@uni-corvinus.hu)  
web: [www.uni-corvinus.hu/eng](http://www.uni-corvinus.hu/eng)

The Corvinus University of Budapest is a public university which was established via the integration of two distinct education institutions in 2004, however, its history dates back 150 years. Today the university is an internationally recognised institution in the areas of both education and research. Operating with six faculties, the university provides undergraduate, graduate, postgraduate and PhD study programmes in the areas of economics, business, horticultural science, food science, landscape architecture and social sciences. The university is located in Budapest and has over 14 000 students.

The Corvinus University of Budapest hosts the highest number of incoming Erasmus students and it is among the top three institutions in Hungary sending the largest number of Erasmus students abroad. The university has more than three hundred partner institutions around the world. Each year the university has about 400 exchange students studying mainly in English.

The International Office of Corvinus University facilitates the internationalisation at the University by taking care of various related activities, which could best be described by the words: initiation, coordination, support and representation. Most of these activities are in connection with student exchange and the partner agreements it is based on.

### Placement Contact Details:

Ms. Judit DÁN-CSALA  
Erasmus Coordinator  
e-mail: [erasmus@uni-corvinus.hu](mailto:erasmus@uni-corvinus.hu)

Ms. Ildikó KÁNYA  
Summer School Coordinator  
e-mail: [summerschool@uni-corvinus.hu](mailto:summerschool@uni-corvinus.hu)

**Application Procedures:**

Please kindly send us your Europass **CV** including your photo and a **letter** of intent by e-mail.  
There is no deadline.

**Placement Information:**

We are searching for 2 interns who are to work in the International Office (Erasmus Office) assisting the Erasmus Coordinator and the Summer School Coordinator, dealing with international students, corresponding, helping with the orientation programmes, cooperating with student organisations, preparing materials for the website, helping with the marketing activities (brochures, website, facebook, etc.) and carrying out various further office tasks of the International Office.

*Placement location:* Fővám tér 8., 1093 Budapest, Hungary

*Starting date:* preferred in January or February (3-6 months)

*Working hours per week:* to be negotiated

*Accommodation:* we can assist in finding alternatives

Financial aid: The Corvinus University cannot offer any financial aid.

**Competencies, skills, experience:**

The candidates should be qualified by fluent spoken and written English.

Hungarian is not a must but an advantage. MS Office Programmes should be well known.

Other requirements: good social skills, being cooperative; tendency to team work, operative skills etc.

Previous working experience in an international environment is an advantage.

The candidates can attend the Hungarian Language and Culture course in case it is available at the time of the placement.

Application documents (CV, letter of intent) should be sent to:

intoffice@uni-corvinus.hu