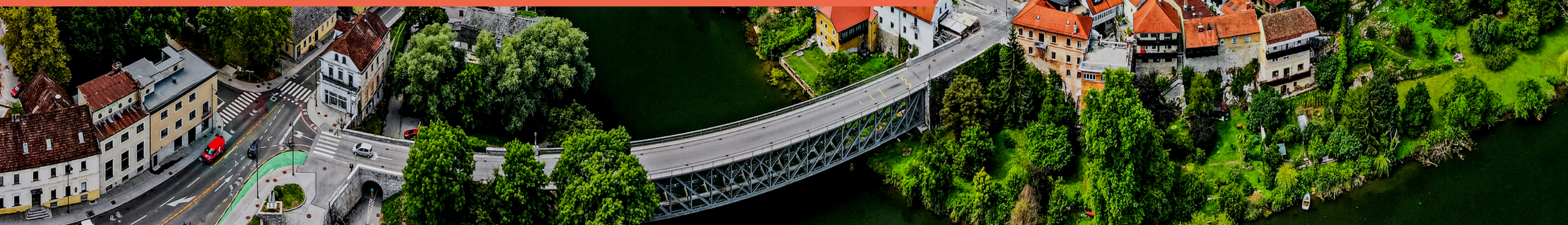


Are you looking for an

ERASMUS+ INTERNSHIP?



INTERN IN INTERNATIONAL AND PROJECT OFFICE, NOVO MESTO (SI)

It is our great pleasure to invite you to Faculty of Organisation Studies in Novo mesto. We believe that our study programmes are tailored to the needs of people with an excellent future – towards professionalism, organisation and excellence. Our area also offers a variety of events, including sports and recreational activities, cultural events, music, dance, food festivals and more.

If you chose to work with us at the Faculty of Organisation Studies in Novo mesto, you will be contributing to our mission – the continuous improvement of the quality of life of individuals, organisations and communities.

The internship will take place at the Faculty of Organisation Studies in Novo mesto, Ulica talcev 3, 8000 Novo mesto, Slovenia.

Students interested in this offer are encouraged to send their motivation letter and CV to erasmus@fos-unm.si.



Fakulteta za
organizacijske študije
Faculty of organisation studies

Main tasks and responsibilities:

- Administrative support to the international officer.
- Actively seeking opportunities to promote our English language study programmes.
- Communicating with partners and agents.
- Assisting in the organisation of international events.
- Other administrative support for services offered by the faculty's international office.

Required Skills:

- Proactivity, communication skills, sense of responsibility, flexibility, open-mindedness
- Digital-savvy, especially using Microsoft Office
- Fluency in English (at least level B2)



Co-funded by
the European Union

No salary is provided, use of **Erasmus+ grant for the internship** is expected. The faculty will provide funds for lunches at a reasonable cost, **a symbolic monthly award** for successfully completed work, and assistance in finding housing.

Students interested in this offer are encouraged to send their motivation letter and CV to erasmus@fos-unm.si.

Visit us and give us the opportunity to build a partnership with you. We are looking forward to welcoming you in Novo mesto!



**Contact us
for more
information:**



erasmus@fos-unm.si



fos-unm.si



Ulica talcev 3, 8000 Novo mesto,
Slovenia