

ERASMUS+ STUDENT TRAINEESHIP IN THE CZECH REPUBLIC

EMPLOYER INFORMATION	
Name of organization	Metropolitan University Prague
Address incl. post code	Dubečská 900/10, 100 31 Prague 10 – Strašnice, Czech Republic
Telephone	+420 274 815 044
E-mail	international@mup.cz
Website	www.mup.cz
Number of employees	200
Short description of the company	Metropolitan University Prague (MUP) ranks among the oldest and largest private universities in the Czech Republic. The steady influx of applicants interested in studying at Metropolitan University Prague attests to its reputation of a first-rate educational institution. MUP provides education to approximately 6000 students. Since its establishment in 2001, the University offers study programmes in the area of international territorial relations, legal specialisations and international economic relations in both full-time and part-time forms of study in Czech as well as English. MUP operates in Prague and in three regional centres in Pilsen, Liberec and Hradec Králové.

PLACEMENT INFORMATION	
Department / Function	MUP International Office, Office Assistant
Description of activities	<ul style="list-style-type: none"> • Planning, organising activities for Incoming Erasmus and non-EU exchange students (culture and sport events, trips around the Czech Republic and neighbouring countries, international evenings, quiz nights) + active participating in all events • Language Tandem • Coordination of MUP Buddy Team (group of approx. 70 MUP students/volunteers helping to exchange students to settle in Prague) • Erasmus Day – organisational support, photo contest coordinator, presentation of home university • Updating of information package for exchange students and promotional materials • Administrating of Facebook groups for incoming exchange

	<p>students, communication with students</p> <ul style="list-style-type: none"> • Collaboration on EU projects, searching for new possible partners • Assistance to PR office – preparation of national and international conferences, seminars, workshops for secondary school students • Administrative support for Erasmus+ and non-EU Outgoing students • Helping with Erasmus+ traineeships for MUP students
Location	Metropolitan University Prague, Dubečská 900/10, 100 31 Prague 10 – Strašnice, Czech Republic
Duration	2-6 months
Working hours per week	40
Accommodation	Enclosed MUP Accommodation Possibilities
Details of financial and “in kind” support to be provided	x

COMPETENCES, SKILLS and EXPERIENCE REQUIREMENTS

Languages and level of competence required	<p>English – fluent</p> <p>Slovak/Czech - fluent</p>
Computer skills and level of skills required	Advanced Skills of MS Office (Word, Excel, PowerPoint, Outlook)
Other skills	Communicative, flexible, stress-resisted and self-reliant person
Driving license	x

APPLICATION PROCEDURE

Deadline	x
Required documents	CV + cover letter in English, English Language Certificate would be an asset
E-mail address for sending the documents	international@mup.cz