



## INTER-UNIVERSITY CENTRE DUBROVNIK

### INTERNSHIP ANNOUNCEMENT

#### Administrative and Technical Assistant / Dubrovnik, Croatia

Do you want to be a part of international academic institution, meeting and associating with colleagues and professors from different parts of the world? Do you have a keen eye for detail? We will support your work by giving you all the training necessary to help you make the best out of your internship experience.

#### Timing:

April – October 2020; Exact dates are negotiable.

#### Your Key Tasks Will Include:

- technical assistance to professors and participants of IUC courses and conferences (multimedia presentations, wireless setup, photocopying, printing)
- administrative assistance in the IUC Secretariat, web page update, data base update, Facebook and LinkedIn network updates
- support to other activities as assigned by the supervisor, and according to the interest and abilities of intern

#### Working hours:

30-36 hours per week, flexible, occasionally on weekends.

#### Requirements:

- a student or a recent graduate with the IT knowledge (MS Word, Excel, PowerPoint, Internet browsers)
- good written and oral communication skills, ability to perform diverse tasks with accuracy and attention to detail
- fluency in English, both written and verbal

#### Benefits:

- attending courses and lectures of your interest
- working in an international atmosphere
- getting to know Croatian and Dubrovnik culture
- possibilities to visit and explore history and culture of the surrounding countries (Bosnia and Herzegovina, Montenegro, Albania)

Please note that the IUC is a non-profit organisation and can offer a very limited compensation for the internship, depending on the arrangement. We recommend candidates to look for funding opportunities provided by the EU programmes (i.e. Erasmus+), universities' or independent foundations' grants. The IUC will provide full support for grant applications and may help in search of convenient accommodation.

## OUR INTERNS' PAST EXPERIENCES:



"My experience at the IUC in Dubrovnik is one I will definitely fondly cherish in my heart as it gave me a lot: it taught me the interesting history of the city, it showed me its beauty and, most importantly, made me meet such incredible people."

I had the luck to work with at the center. I cannot recommend it more, a fantastic internship with wonderful people in an amazing city."

- Alberto Vaccari - Italy



"Great experience of organizing top level academic events, incredibly friendly colleagues at the Secretariat, lots of opportunities to meet professors and students from all over the world, and just beautiful location!"

I am really happy to have done this internship at the IUC Dubrovnik, and I would absolutely recommend it to

- Aleksandra Baranova – Russia



"My experience last summer as the IUC Intern undoubtedly allowed me to develop professionally, academically, and personally. Working in an international environment, participating in academic conferences, and living on your own in a foreign country are skills

transferable to many future career opportunities. The IUC staff are always welcoming and helpful. I would highly recommend pursuing an internship with the IUC Dubrovnik."

- Ansley Vickers – USA



"I had the opportunity to carry out an internship at the IUC and it was an incredible experience. During these months I lived in an international context with the possibility to meet many people from different countries and to take part in interesting courses, as well as I

worked with helpful and friendly colleagues who helped me to do better. Dubrovnik is a wonderful place and it is an additional value to this internship, because during this time you can discover how much this city offers. It is a great opportunity and I would highly recommend it to."

- Ilaria Viola - Italy

To apply, please send your CV and letter of intention with contact information to IUC Executive Secretary Nada Bruer Ljubišić at [nada.bruer@iuc.hr](mailto:nada.bruer@iuc.hr).

More on [www.iuc.hr](http://www.iuc.hr) and <https://www.facebook.com/interuniversitycentre>