



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? Are you a responsible person with affinities to networking and team work? We will give you all the training necessary and help you make the best out of your internship experience.

Timing:

March - November 2023; Preferably (May - July;
August - October)

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). A knowledge in Adobe programmes, is advisable but not necessary
- good written and oral communication skills, ability to perform diverse tasks with accuracy and attention to detail
- fluency in English, both written and verbal

Your Key Tasks May Include:

- technical assistance to professors and participants of IUC courses and conferences (multimedia presentations, wireless setup, Zoom setup, photocopying, printing)
- administrative assistance in the IUC Secretariat, web page updates, data base updates, social media updates
- designing, editing and posting of videos, photographs and announcements
- work on IUC archive material
- support to other activities as assigned by the supervisor, and according to the interest and abilities of intern

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 organization and cannot offer compensation for the internship. 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 internship experience has been fabulous. I was able to work on different projects with magnificent people who have made my entire internship experience enjoyable and dynamic. It could not have been better. My supervisors were supportive, welcoming, caring and inclusive. I was mostly responsible for the

management of social media, database and webpage as well taking photos and providing technical and administrative assistance. It let me make new friends and network with conference participants and take part in one or two lectures I found quite interesting. I am glad to have had the chance of taking up this internship position and highly recommend other people to apply for it while enjoying a great stay in Dubrovnik that you can not get enough of."

-Shokhnoza Jonibekova - Uzbekistan



"There is no doubt that there are a lot of achievements in an internship yet IUC is special for me and I will never forget such good days which I spent in Dubrovnik. The most prominent factor for me was the equality atmosphere at IUC. It was not only a job or internship, it was also like an opportunity to meet the culture, be part of the teamwork, and obtain new perspectives with nice people. I should say that while I have discovered new things I have felt as if in my home. So, I am grateful to all my IUC colleagues for their positive attitude to me as well as toward each other. Last but not the least, as an amazing city, Dubrovnik should be seen wherever you come from. It has history and contemporary life together in a harmony."

-Yusuf Halil Calip -Türkiye



"During my stay in the IUC I got to know more of Croatia's past as well as I had the chance to discover other countries near here too. Dubrovnik is a great place to spend an internship as you meet people from all around the world at the same time you can attend some courses of your interest. I have made some international friends and I consider myself lucky

for having experienced this opportunity. Also, the staff is really kind and always willing to make you feel comfortable. It's really been a pleasure."

-Paola Costa- Spain



"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

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.

More on www.iuc.hr and <https://www.facebook.com/interuniversitycentre>