

Caucasus International University International Relations Department is pleased to announce the submission of the documents for the position of an unpaid intern.

Main Duties and Responsibilities:

- Participation in events aimed at recruiting and attracting international students, as well as their integration in the academic process;
- Informing the university administration, academic staff and students about international conferences, summer school, scholarship contests and other events;
- Consulting individuals involved in international mobility programs;
- Implementing other activities arising from the specifics of the work to be performed.

Main Requirements:

Caucasus International University student;
Fluent in official state language;
Good command of MS Office programs;
Knowledge of English language.

Work schedule: to be agreed

Number of vacant places: 1

Contest stages:

- Shortlisting candidates by CV and a cover letter;
- Interview.

Interested individuals should send their CV and cover letter to the following email address: career@ciu.edu.ge. Please, indicate International Relations Department in the subject line.

The deadline for sending application documents is October 22, 2022, at 18:00.

The program will be administered by the Life-Long Learning and Career Development Service and the HR Management Service.

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