

**Caucasus International University Students Service Office is pleased to announce submission of documents for the position of unpaid intern.**

**Main duties and responsibilities:**

- Receiving students' applications and controlling their movement;
- Producing electronic databases on prepared statements and applications, if necessary preparing their list data by indicating the required statistical information;
- Finding archive documentations and showing them to interested individuals.
- Main Qualification Requirements:
- Caucasus International University student;
- Good command of MS Office programs.

**Knowledge of English language on B1 level or above will be considered as an advantage.**

**Working hours:** To be agreed

**Number of vacancies:** 1

**Duration of the internship – 2 months – From May 1, 2019 to July 1, 2019.**

**Competition stages:**

- Shortlisting candidates, evaluating CV and a cover letter;
- Interview.

If interested, send your CV and a cover letter to the following email: [ciu\\_stajireba@ciu.edu.ge](mailto:ciu_stajireba@ciu.edu.ge). Please, indicate: Students Service Office in the subject line of the email.

**The deadline for submitting application documents is April 18, 2019, 18:00.**