



Internship at the International Relations Office – Mother Teresa University in Skopje

Description:

The International Relations Office (IRO) at Mother Teresa University in Skopje (North Macedonia) is looking for students willing to work at the International Office under the Erasmus+ Traineeship Program. The trainee will help in the organization of events and student mobility programmes, maintenance of databases, and give general administrative support (use of e-mail and telephone) to the IRO staff.

Duration: 2-3 months

Period: July-September 2021

Commitment: Part-Time (4 hours per day)

Note: No financial compensation from MTU

Job related skills

English: Independent User B1

Level of Studies: Bachelor or Master

Skills: Interested in international affairs

Ability and willingness to train in basic computing (Word, Excel, Access, PowerPoint)

Flexibility in approach to work

Capability of working in an international environment.

All interested candidates should send their CV to amantin.gamili@unt.edu.mk, no later than June 20.