

International Office Staff WANTED

ABOUT US

Croatia is an ideal place for students wishing to study in a country renowned for its beautiful coast, mix of Mediterranean and South-Eastern European charm and a rich historical and cultural heritage. In total, Croatia has 133 higher education institutions located in all parts of the country - including the spectacular Adriatic coast. With its long academic tradition and more than 1600 study programmes to choose from, Croatia is also a safe country with reasonable living costs and a multi-lingual community.

The University of Applied Sciences Baltazar Zuprešić is a higher education institution that has been chosen by more than 7,000 students since 2001. The programs of the University of Applied Sciences Baltazar Zuprešić are original and unique, and were compiled by top experts and scientists in the field of economics. We offer two Undergraduate Professional Studies (Business And Management - Business Economics and Finance, Office Management and Management of Culture and Cultural Tourism as Majors) and Information technologies as long as four Professional Graduate Studies (Finances and investments, Communication management, Public sector management, Project management)

Description:

The International Office Baltazar is the starting point for all non-domestic university students. It offers support to all new and continuing overseas students. The International Office also promotes the university's interests abroad, often in collaboration with foreign universities and businesses. Exchange and Erasmus students are also looked after by the IO (International Office), as well as students on the Higher Education Foundation Programme.

Duties:

There are various roles within the International Office. Job duties depend on the position, so you could be dealing with exchange students, supporting current students, or developing the international brand of the university. Below are some general duties involved in IO jobs:

- Handle enquiries from students, visitors and staff from outside Croatia
- Deal with enquiries from university staff regarding international students
- Process and evaluate applications from potential students and exchange students
- Organise orientation days for new international students
- Facilitate the arrival of new students (information and advice before arrival)
- Organise events for international students
- Assist with visa enquiries, such as extensions or deadlines
- Support international students throughout their period of study
- Coordinating exchange programs with countries across the world
- Promote the university through the web sites, facebook
- Create promotional material for use in other countries

Entry Criteria:

Most jobs in the IO require A-levels or equivalent, although a degree in any discipline will be advantageous as you will have experience of university life. Degrees in Marketing, Sociology, Foreign Languages or Administration are particularly relevant to the role.

Experience of office work or other administrative roles will also be of benefit. IT skills are valued. Communication is a big part of this job, and International Officers are expected to be able to communicate clearly.

- BA or MA students
- student in Hospitality, Tourism, International Studies, Business Administration, or a related field looking for an internship (mandatory to be enrolled in a university);
- Foreign language skills are desirable
- IT skills are essential
- Communication skills must be of the highest order
- A professional and well-organised approach to work is vital
- Reliability and willingness to work occasional evenings and weekends is necessary
- You are available for a part-time or full-time internship: 25h or 40h per week, respectively;

Salary Information:

- The internship is paid, the amount is 500 euros per month (accommodation not included).

Internship Options:

Minimum of 3 months and up to 12 months internship (*flexible according to students' availability*).

Apply now and send your application to email international@bak.hr