



## 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? Do you have a keen eye for detail? We will support your work by giving you all the training necessary to help you make the best out of your internship experience.

#### Timing:

April – October 2019; exact dates are negotiable.

#### Your Key Tasks Will Include:

- technical assistance to professors and participants of IUC courses and conferences (multimedia presentations, wireless setup, photocopying, printing)
- administrative assistance in the IUC Secretariat, web page update, data base update, Facebook and LinkedIn network updates
- support to other activities as assigned by the supervisor, and according to the interest and abilities of intern

#### 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)
- good written and oral communication skills, ability to perform diverse tasks with accuracy and attention to detail
- fluency in English, both written and verbal

#### 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 organisation and can offer a very limited compensation for the internship, depending on the arrangement. 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:



"Participating in an internship at the IUC was an amazing opportunity. I gained hands-on experience with the organization and facilitation of conferences and courses geared towards a global audience, as well as with website design, database maintenance and the creation of various

brochures. I met people from all around the world, and at times, I was able to sit-in on a few courses that piqued my interest. Additionally, living in Dubrovnik was incredible. Given the region's vibrant history, there is so much to do and see in Dubrovnik, and the people are extremely friendly. I would recommend interning at the IUC and living in Dubrovnik because it brings such positive changes to your life in ways you would have never imagined."

- Kati Rogers – USA



"Great experience of organizing top level academic events, incredibly friendly colleagues at the Secretariat, lots of opportunities to meet professors and students from all over the world, and just beautiful location!

I am really happy to have done this internship at the IUC Dubrovnik, and I would absolutely recommend it to

- Aleksandra Baranova – Russia



"My experience at the IUC in Dubrovnik is one I will definitely fondly cherish in my heart as it gave me a lot: it taught me the interesting history of the city, it showed me its beauty and, most importantly, made me meet such incredible people I had the luck to work with at

the center. I cannot recommend it more, a fantastic internship with wonderful people in an amazing city."

- Alberto Vaccari - Italy



"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](mailto:nada.bruer@iuc.hr).

More on [www.iuc.hr](http://www.iuc.hr) and <https://www.facebook.com/interuniversitycentre>