

Caucasus International University Doctoral Studies Service is pleased to announce the submission of the documents for the position of an unpaid intern.

Main Duties and Responsibilities:

- Communication with program supervisors, PhD students and their scientific supervisors;
- Production/addition, correction, archiving of personal files;
- Working with personal statements of doctoral students;
- Information service for doctoral students;
- Other ongoing administrative works.

Main Requirements:

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

Work schedule: to be agreed

Number of vacant places: 1

Contest stages:

Shortlisting candidates by CV and a cover letter;
Interview.

Important Deadlines:

27 September - Completion of the selection stage;

28 September - Start of internship program;

The duration of the internship is from September 28 to December 28, 2022.

If interested, please send your CV and a cover letter to the following email: career@ciu.edu.ge and indicate: Doctoral Studies Service in the subject line of the email.

The deadline for submitting the application documents is September 22, 2022, 18:00.

This program will be administered by Life-Long Learning and Career Development Service and Human Resource Management Service.