

**Caucasus International University Career Development Service is pleased to announce the submission of the documents for the position of an unpaid intern.**

**Main Duties and Responsibilities:**

- Assisting Career Development Service staff;
- Organizing current and planned studies and projects of the service;
- communication with students, graduates and potential employers;
- Social media management.

**Main Requirements:**

Caucasus International University student;  
Good command of MS Office programs;  
Experience in social media management (advisable);  
Knowledge of a foreign language will be considered as an advantage.

**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](mailto:career@ciu.edu.ge) and indicate: Life-Long Learning and Career Development 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.

Tel.: (+995 32) 261 12 98 (188, 220)

For further information about Career Development Service please, visit the following link:  
<http://career.ciu.edu.ge>