

**The Dean's Office of the Faculty of Business of Caucasus International University is pleased to announce the submission of the documents for the position of an unpaid intern.**

**Main Duties and Responsibilities:**

- Assisting faculty administration staff
- Maintaining/updating personal files
- Telephone and oral information consultations
- Implementation of other activities arising from the specifics of the work to be performed

**Main Requirements:**

Caucasus International University student;  
Fluent in official state language;  
Good command of MS Office programs;  
Knowledge of English on at least B1 level will be considered as an advantage.

**Work schedule:** to be agreed

**Number of vacant places:** 2

**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: Faculty of Business 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.