

Caucasus International University Academic Process Management Service is pleased to announce submission of documents for the position of unpaid intern.

Main duties and responsibilities:

- Processing information provided by the faculty;
- Seeking, processing and spreading information connected to the academic process;
- Other ongoing clerical work.

Main Qualification Requirements:

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

Working hours: To be agreed

Number of vacancies: 1

Duration of the internship – 2 months – From May 1, 2019 to July 1, 2019.

Competition stages:

- Shortlisting candidates, evaluating CV and a cover letter;
- Interview;

If interested, send your CV and a cover letter to the following email: ciu_stajireba@ciu.edu.ge.

Please, indicate: Academic Process Management Service in the subject line of the email.

The deadline for submitting application documents is April 18, 2019, 18:00.