

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

**Main duties and responsibilities:**

- Providing and spreading information, communicating with lecturers and students;
- Producing/adding, correcting personal profiles;
- Working on students' personal applications;
- Providing information service for students;
- Other ongoing clerical work.

**Main Qualification Requirements:**

- Caucasus International University student;
- Good command of official state language;
- Good command of MS Office programs.

**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](mailto:ciu_stajireba@ciu.edu.ge). Please, indicate: Dean's Office of the Faculty of Social Sciences in the subject line of the email.

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