

Caucasus International University Dean's Office of the Faculty of Business 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.

Knowledge of English language on b1 lever of 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: Dean's Office of the Faculty of Business in the subject line of the email.

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