

**Caucasus International University International Relations Department is pleased to announce submission of documents for the position of unpaid intern.**

**Main duties and responsibilities:**

- Participating in recruitment and attraction of international students as well as activities to be implemented for integration of foreign students into the learning process;
- Notifying the administrative, academic personnel and students of the university on international conference, summer school, scholarship competition and other activities;
- Consulting persons involved in international mobility programs;
- Performing other relevant tasks in case of need.

**Main Qualification Requirements:**

- Caucasus International University student;
- Good command of official state language;
- Good command of MS Office programs;
- Knowledge of English language 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](mailto:ciu_stajireba@ciu.edu.ge). Please, indicate: International Relations Department in the subject line of the email.

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