WrocławTech is seeking a highly motivated intern for the International Relations Office.

**Main function:** Internship

**Starting date:** October 2022

**Location:** Wrocławtech IRO, Wrocław, Poland

**Working hours:** approx. 30 hours per week

**Key tasks include:**

1.Communication with international students via e-mail / phone or personally

2.Participation in organizing international events for students

3.Social media content preparation

4.Providing administrative support to the International Relations Office team

**Requirements:**

1.Computer literate with Microsoft Office suite: Word, Excel and PowerPoint

2.Good command of written and spoken English

3.Highly organized and accurate while completing multiple tasks

4.Positive attitude, good communication skills and open to other cultures

Interested students can send their CV and Cover Letter at anna.jaroslawska@pwr.edu.plno later than 30th September 2022.

Best candidates will be invited for a ZOOM interview.

More information under this [link](https://dwm.pwr.edu.pl/en/international-students/placements/placements-at-international-relations-office)