

## **Internship offer for Erasmus+ students at the Department of International Cooperation of the University of Zielona Góra**

1. Host unit: Department of International Cooperation
2. Number of people to be admitted in the academic year: 1
3. For what period: 3 months
4. Hours per week: 30
5. Framework internship program:
  - Introduction to the International Cooperation Department and familiarization with the tasks and objectives of the department.
  - Participation in meetings and conferences on international cooperation.
  - Assistance in the organization of trips and stays abroad for students and employees of the university.
  - Cooperation in the organization of international student exchange programs.
  - Assistance in communication and coordination of activities with foreign partners.
  - Opportunity to participate in international projects and initiatives.
  - Monitoring and analysis of data on the university's international cooperation.
  - Independent tasks related to the promotion and implementation of international programs.
  - Opportunity to participate in trainings and workshops in the field of international cooperation.
  - Ongoing work in the Department, related to the functioning of the office.
6. The practice includes activities related to digital skills, e.g. website operation, digital marketing – social media, computer graphics, data analysis
7. Foreign language: English