

# Gyakornoki pályázat ERASMUSszal beadható

Kari honlapon is elérhető

## Administrative Students / Étudiants Administratifs DEC-2017

Are you an undergraduate student of a CERN Member State nationality in an administrative field looking for a practical training period (between 2 months minimum and 12 months maximum)?

Êtes-vous étudiant(e) de nationalité d'un des Etats Membres du CERN dans un domaine administratif à la recherche d'un stage de courte durée (entre 2 mois minimum et 12 mois maximum)?

Deadline to submit application form: 16 October 2017/ Deadline to submit all required documents (see below): 19 October 2017 (23:59 CET).

Date limite d'envoi du formulaire de candidature: 16 octobre 2017/ Date limite d'envoi des documents requis (voir plus bas): 19 octobre 2017 (23:59 CET).

Job Reference: TSC-2017-2/ADMIN

Publication date:

12/07/2017

Closing date:

16/10/2017

Role Description

The Administrative Student Programme is aimed at undergraduate students specializing in **administration**, to spend a training period of **2 to 12 months** during the course of their studies (Bachelor or Master).

Eligibility conditions

- You are a national of a CERN [Member State](#) and currently studying in a Member State. Cypriot, Indian, Pakistani, Romanian, Serbian, Slovenia and Turkish nationals are also eligible.
- Students from Non-Member States are able to apply only if they have been residing in a Member State for **the last 5 years** and are enrolled in a Member State educational establishment.
- You should have completed at least 18 months of your undergraduate studies (Bachelor or Master). This means that you should have started your studies not later than April 2016.
- You can stay at least 2 or at most 12 months **remaining registered as a full-time student**. To be able to fully benefit from an administrative studentship we advise students to opt for the longest period possible.
- You have a good knowledge of English OR French.

**Disciplines:** Translation, human resources, advanced secretarial work, business administration, logistics, law, finance, accounting, library and information science, engineering management, science communication, education, audiovisual, communication and public relations, psychology, audit.

### Important Information

We offer:

- A monthly living allowance to cover the expenses of a single person in the Geneva area.
- A health insurance for illnesses and accidents of professional or non-professional nature.
- Travel expenses (on a lump sum basis).

### Selection Procedure

Applications are considered by a Selection Committee which meets two times a year in June and December. Results are communicated after the Committee. Dates and corresponding deadlines for application are available on our web site by clicking [here](#).

### Required documents (in addition to the application form)

Once your application form has been submitted, you will receive an acknowledgement e-mail which contains a link to the CERN "**Report on candidate**" form. You must forward this link to at least one referee. One reference letter from your University Professor is mandatory (should you have one reference from a previous internship you may add this as a second reference). NOTE: Reports from last committee will not be accepted. Students must also upload their most recent **academic transcript** (official document giving an overview of their marks), as well as a **CV** (in English or French) in order to complete their application.

**Candidates who are missing one of these documents by the deadline will not go through the selection process.**

**Segítség:** Maria Lajos, Eva Kovacs-Samu

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