

ERASMUS INTERNSHIP IN THE CZECH REPUBLIC

Project Coordinator's Assistant

The International Office at the Technical University of Liberec, Czech Republic, is looking for passionate students or recent graduates for an Erasmus+ internship as a Project Coordinator Assistant.

GENERAL INFORMATION:

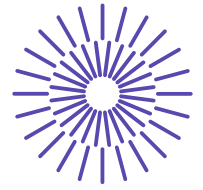
- **Duration:** 1.4.2025 – 31.8.2025
- **Commitment:** Full-time
- **Eligibility:** Only students benefiting from the Erasmus+ programme

MAIN RESPONSIBILITIES:

- Administration of mobilities (using the Beneficiary module for mobility agenda)
- Preparing materials and activities for the events (folders, ID cards, schedules, etc.)
- Delivering cultural activities (e.g., city tours, museum visits, Welcome Week programme)
- Supporting coordinators with administrative tasks
- Preparing content for social media (taking pictures, video, etc.)

MINIMUM REQUIREMENTS:

- Master's degree student eligible for an **Erasmus+ internship (mandatory requirement)**
- Good command of **English (min. B2 level)**
- Advanced skills in **MS Office**



ADDITIONAL REQUIREMENTS:

- Experience with analytical or graphic tools is an advantage (e.g., **Canva**)
- Strong **teamwork skills, friendliness, open-mindedness, and creativity**
- **Positive mindset** and willingness to learn
- **Good organizational skills** and attention to detail

WE OFFER:

- A **friendly work environment** and a variety of tasks within international projects
- The opportunity to **practice different languages** while being part of a vibrant international team
- **Career development opportunities** and continuous professional growth
- A **certificate upon completion** of the internship

HOW TO APPLY:

All interested candidates are invited to send their **CV and cover letter** to:

✉ **Bc. Daria Mlejnková** – Erasmus+ Coordinator
✉ **daria.mlejnkova@tul.cz**

We will contact selected candidates for further steps in the selection process.

🌐 **Official website:** www.tul.cz/en