

## !! Erasmus+ Internship Opportunity !!

**Join the International Office team at GEA College in beautiful Ljubljana, Slovenia!**

📍 *Location: Ljubljana, Slovenia*

📅 *Start: From August 2025 onwards (flexible)*

📅 *Duration: One semester or full academic year*

🕒 *Work schedule: Weekday (typically between 8:00 and 16:00, flexible by agreement)*

🎓 *3 positions available | Open to students with an approved Erasmus+ traineeship mobility and grant by the applicant's home university.*

Do you want to be part of something bigger than a typical internship? This is your chance to step into the heart of internationalisation at a faculty with a strong focus on entrepreneurship and international cooperation.

As an International Office Assistant, your role goes far beyond administrative support. You'll be part of a dynamic team that connects the world to GEA College. Here's what you'll be doing:

- Make international connections.  
Support the coordination and administration of Erasmus+ mobility projects, from documentation to real-world logistics.
- Be the bridge for incoming students.  
Help welcome Erasmus+ students from across Europe, support them during their stay in Slovenia, and co-create an unforgettable international experience (yes, you'll be an important part of our *Buddy Programme*).
- Sharpen your communication skills.  
Work on real-time tasks such as updating information materials, answering inquiries, and writing student-friendly content in English.
- Inspire future students.  
Help present our English-language study programs to high school students, both online and through interactive outreach sessions. Your creativity and energy will help shape how the next generation discovers GEA College.

## Requirements:


- Fluent English (B2+ speaking & writing),
- A proactive and friendly mindset,
- Basic digital skills (MS Office; Canva or similar tools are a plus),
- A sense of responsibility and a hands-on attitude,
- Strong organizational skills and the ability to multitask,
- Confidence in public speaking, with a talent for engaging, persuading, and presenting ideas – especially when promoting our study programs,
- Good understanding of intercultural communication and the ability to work with diverse backgrounds,
- Comfort with using communication tools (Teams, Zoom, Google Forms, etc.) and social media for outreach,
- Ability to work independently, take initiative, and solve problems effectively.

This is not just an internship, it's a chance to shape international student experiences and build a unique skill set in international education, project coordination, and intercultural communication.

## Ready to apply?

Send your **CV and motivation letter** to: [marusa.malovicxea-college.si](mailto:marusa.malovicxea-college.si)

Application deadline: **31 August 2025**

 **Applications will be reviewed on a rolling basis. Early applications are strongly encouraged, as positions may be filled before the deadline.**

Let Ljubljana be your first workplace and the world your future!