



gea college

EXPAND YOUR HORIZONS

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**.

YOUR ROLE?

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.

WHERE?

Ljubljana, a highly sought after Erasmus+ destination, close to major cities like Venice, Zagreb, Vienna and Budapest.

WHEN?

The internship can begin **as soon as possible**.

FOR HOW LONG?

Ideally for the **whole semester or longer** but we are flexible (minimum of 3 months).

YOUR SCHEDULE?

The international office operates from Monday through Friday, from 8:00 till 16:00, though, **our work time is flexible by agreement**.

WHAT ARE GOING TO BE YOUR TASKS?

- Make international connections.
- Be the bridge for incoming students.
- Sharpen your communication skills.
- Inspire future students.

ENOUGH ROOM FOR GROWTH

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

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Faculty of Entrepreneurship

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.

WHAT ARE WE LOOKING FOR?

- **Fluent English**,
- A **proactive** and **friendly mindset**,
- **Basic digital skills**,
- A sense of **responsibility** and a **hands-on** attitude,
- Strong **organisational skills** and the ability to **multitask**,
- Confidence in **public speaking**, with a talent for **engaging**, **persuading**, and **presenting ideas**,
- Good understanding of **intercultural communication** and the ability to work with **diverse backgrounds**,
- Comfort with using **communication tools** and **social media** for outreach,
- Ability to **work independently**, take **initiative**, and **solve problems effectively**.

READY TO APPLY?

Send your CV and motivation letter to: luka.obal@gea-college.si

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!

