

## ERASMUS+ INTERN WANTED!

**GEA College – Faculty of Entrepreneurship** is searching for an intern to work in the International office on the project »**FUNtrepreneurship 2019**«, our annual summer boot camp, and help with other international tasks.

### Who are we searching for?

Somebody who is independent, confident, is not afraid to take risks and is motivated to achieve their goals.

We are looking for somebody who has good research, analytical and organizational skills.

You should have basic knowledge in business, marketing and project development / management, but we will teach you what you do not know.

You should have a passion for working with people, on international project in a multi-cultural environment.

Excellent oral and written English skills are a must, level B2-C1 required.

### Your tasks will include:

- finalizing the concept and programme of the boot camp;
- collecting offers, defining and choosing the most appropriate partners and service providers for the execution of the programme and coordinating them in all phases of the project;
- implementing and co-creating the marketing plan for the boot camp (includes: social media and website management, relevant offline national and international media outlets etc.) and acquiring leads for sales purposes;
- helping in coordinating recruitment and sales process;
- communication with partner institutions for the purpose of promoting the boot camp and other programmes through their channels;
- communicating with potential participants and confirmed participants / students and assuring them with all the information & help needed (key account);
- participating in programme realization as assistant of the coordinator of the programme.

You will learn how to work on a project, getting to know various project management tools, working in team and learn how to coordinate a project team.

You will need understanding of basic marketing and sales strategies, understanding the importance of integration of different sales tools and channels, communication skills, etc.

### What we offer?

We offer the chance to work on an international project, from development to implementation and realisation, in a dynamic, young and friendly environment.

You will work closely with a small team, consisting of Head of International Office, Head of Business Development and Marketing, and some additional staff members (Sales Department, Student Office and freelance co-workers).

A mentor will be assigned to you, and you will be able to work closely with them – learning and developing you skills further.

### Start, duration and hours:

The start of the Internship would preferably be in October 2018.

Minimal 4 months, preferably longer (up to 12 months).

35 hours per week.

**Location:**

You will be located in beautiful Slovenia, lovely Ljubljana and the offices of GEA College.

There is additionally a possibility of travel for work purposes (location scouting or other international activities such as fairs etc.)

**Application should include:**

- CV
- Motivational Letter
- Reference Letter
- Proof of English proficiency (certificate, transcript of record etc.)

**Application deadline and process:**

You should apply via email to [maja.peharc@gea-college](mailto:maja.peharc@gea-college) (subject: FUNtrepreneurship Intern NAME SURNAME), until the 15.09.2018.

We will be selecting candidates and schedule Skype Interviews in late August. Results should be known in the beginning of September.

For more information, please refer to:

Maja Peharc  
Head of International Office  
e: [maja.peharc@gea-college.si](mailto:maja.peharc@gea-college.si)  
t: 00386 15 881 327

Ljubljana, August 23, 2018

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**Who is GEA College – Faculty of Entrepreneurship?**

You probably know us as your Erasmus+ Partner Institution for student mobility, but in case you do not: we are a boutique and unique private business school, with the longest tradition in teaching and equipping future entrepreneurs and managers with knowledge and competences needed for the future

More: [www.gea-college.si/en](http://www.gea-college.si/en)

**What is FUNtrepreneurship?**

FUNtrepreneurship Bootcamp is a unique, intensive and extremely fun course providing knowledge, skills and techniques needed in the business world, aimed at young people with no previous business experience. It offers workshops on entrepreneurship and management, opportunity to visit local and regional businesses and work on business cases.

More: <https://www.funtrepreneurship.eu>