

In the International Office at Constantin Brâncoveanu University from Pitesti we will give the student the opportunity to translate our documentation from English to their national language, as well as to be a part of the Office's management process.

Internship Coordinator: Tudorel POPESCU - Head of Department

Duration: At least three months

Evaluation: Student will be evaluated for the number of hours in the office, as well as for the quality of his translated papers, his office management skills and the availability to perform in an intercultural environment.

Translation of International Office documents

The student will be responsible for translating from English to his national language, all the information regarding the Erasmus program for our Erasmus international partners - students and teachers wanting to join our school, as well as other documents related to the International Office, such as brochures, etc.

Coordination with International students

The student will be in charge of corresponding with International students regarding their needs, questions or doubts about our University, the Erasmus program and the city.

Text Revision

The student will have the task of reviewing the Office's English documentation.

Document preparation and reports elaboration

The student will be asked to prepare documentation for the projects in which the office is involved. These documents will be elaborated in English.

Evaluation of English oral exams

The student will be asked to be part of the International Office's English oral exams, regarding the selection of National students for the Erasmus program, as a member of the evaluation committee. The student will attend the exam, ask questions, check for the interviewed knowledge of the language and will, at the end, participate in the evaluation.

Tudorel POPESCU - Head of International Relations Office

Universitatea Constantin Brâncoveanu din Pitesti Calea Bascovului, Nr.2A, Cod: 110095, Pitesti, Romania

**Tel/Fax:** +40 248 61 00 88 **Email:** tudorel.popescu@gmail.com

**Website:** www.univcb.ro