

ERASMUS+ INTERNSHIP: LIVE IN MANAGER ASSISTANT

General information

Commitment: Full-time

Description: Flexible start and end date!

Internship Terms:

- Minimum three months unpaid Internship
- Lunch and transport compensation
- The candidate must be eligible to work in Slovenia and available for a Skype interview
- Working hours: Monday to Friday from 9:00 to 17:00 and some weekends (to be taken as days in lieu)

Position summary:

As an intern, you will work with the International office team, which takes care of our foreign students. The main task will be to ensure supervision and high-quality residential support for the international students.

Key responsibilities:

- Logistic arrangement of accommodation for upcoming students.
- Reception and accommodation of students at the arrival from the airport.
- Providing orientation to new residents.
- Direct communication with landlords and tenants.
- Regular inspection of the student residences.
- Ensure order, discipline and cleanliness of the residences.
- Communicating the residence rules to the students.
- Solving existing problems regarding student accommodation.
- Ensure that individuals are instructed and encouraged in regard to appropriate community interaction.
- Identify and implement the strategies to improve quality of living.
- Prepare various documents concerning the residences.
- Report to and consult with the International office about the residence situations.

Required skills and Attributes:



- Completed Post-secondary level of education, completed Bachelor's degree is a plus.
- Excellent in writing and speaking of at least one of the Balkan languages (Slovenian, Croatian, Serbian, Bosnian).
- Excellent written and spoken English language.
- Experience in similar position is a plus.
- The ability to organise and structure tasks.
- Being Customer Focused.
- Communicative.

Compensation:

Financial compensation, Transportation costs, Lunch vouchers, Health Insurance

Link: <http://www.academia.eu>

Keywords: **Live-in manager** **Student welfare** **Residence manager**

Languages:

English: Independent User B2

Croatian: C2

Please send your CV and motivation letter to **matej.tisaj@academia.si**