
TRAINEESHIP OFFER

1. Position

Junior International Project Assistant

2. Traineeship Provider

University Science Park TECHNICOM

(as the organisational unit of Technical University of Košice)

Němcovej 5, 04200 Košice, Slovak Republic

www.uvptechnicom.sk/en

3. Contact Person

Mária Radvanská

Senior Project Manager

maria.radvanska@uvptechnicom.sk

4. Position Description

We are seeking a highly organized and detail-oriented individual to join our team as a Junior International Project Assistant. In this role, you will provide crucial support to our international project proposal and projects, ensuring their successful development, implementation, and timely completion. Your ability to handle multiple tasks, communicate effectively, and collaborate with diverse teams will be instrumental in achieving project objectives.

5. Responsibilities:

1. Project Coordination

- Assist in the planning, implementation, and monitoring of international projects, ensuring adherence to project timelines and deliverables.
- Support project managers in coordinating project activities, including scheduling meetings, preparing agendas, and maintaining project documentation.
- Collaborate with internal and external stakeholders to gather project requirements, track progress, and resolve issues or conflicts that may arise.

2. Administrative Support

- Provide administrative assistance to the project team, including managing project-related correspondence, preparing project reports, and maintaining project files and records.
- Assist in organizing project meetings, workshops, and events, including logistics coordination, venue booking, and material preparation.
- Facilitate effective communication among project team members, stakeholders, and partners, ensuring the timely dissemination of project updates and information.

3. Documentation and Reporting:

- Assist in the development and maintenance of project documentation, including project plans, risk registers, and progress reports.
- Support the preparation of project proposals, budgets, and funding applications, ensuring compliance with organizational and donor requirements.
- Contribute to the production of project reports, highlighting achievements, challenges, and lessons learned.

4. Cross-Functional Collaboration:

- Collaborate with internal teams and external partners to ensure effective coordination and communication between project activities and organizational initiatives.
- Support knowledge sharing and learning across projects, capturing and disseminating best practices, success stories, and lessons learned.
- Assist in building and maintaining strong relationships with project partners, stakeholders, and donors, fostering collaboration and effective project implementation.

6. Requirements

- Proven experience in providing support to projects or programs, preferably in an international or cross-cultural context.
- Organizational and time management skills, with the ability to prioritize tasks and meet deadlines in a fast-paced environment.
- Communication and interpersonal skills, with the ability to collaborate effectively with diverse teams and stakeholders.
- Proficiency in using digital tools for project management to track progress, manage tasks, and facilitate collaboration.
- Strong attention to detail and commitment to maintaining accurate and up-to-date project documentation.
- Adaptability and flexibility to work on multiple projects simultaneously and navigate changing project requirements.

7. Traineeship Conditions

Form: physical stay

Week allocation: 20 hours in 5 working days (Mon – Fri)

Language: English

Duration: 2 months

Preferred timing: spring 2024

Funding: Cost for travel, accommodation and boarding will be covered by Erasmus+ mobility programme.

Other benefits: Offering accommodation in the Dormitories of Technical University of Košice (standard student charge applies).

8. Provider's Profile



University Science Park
Technicom

[University Science Park TECHNICAL COM](#) at the Technical University of Košice has the ambition to become a central hub for building a regional innovation ecosystem in the Easter Slovakia. It was opened in 2017 and established to act as an

internationally recognized technology research and technology transfer centre for innovative applications with the support of knowledge technologies. Further, through its pre-incubation services, it significantly contributes to business acceleration in creation (incubation) of new spin-off or startup companies built on knowledge base acquired from R&D.

Main mission of USP TECHNICAL COM is to combine science with industry practice, to protect and raise the profile of innovative ideas, to build networking and ecosystem and to enhance creativity. USP TECHNICAL COM supports scientific and innovative projects by providing consultancy and advisory services in project proposal process and organizes events (information seminars, workshops, conferences, business meetings of science parks representatives and professionals from scientific centres).

USP TECHNICAL COM as an innovation ecosystem and “win to win” collaboration between academic and public research organisations and business provides following services:

- **One Stop Shop:** expected and required support for innovation and technology transfer of R&D knowledge and products (including support for intellectual property rights and development and implementation of regional/national/international project in the thematic scope of the Technical University of Košice);
- **Business acceleration** of Hi-Tech companies through startup and spin-off initiatives;
- **Consultancy, expertise, technology intermediation and engineering services** in the corresponding scientific and technological fields of industrial and social practice.
- Relevant education and training activities.

One of the USP TECHNICAL COM's key components for accelerating entrepreneurship are the **Startup Center** and **Incubator TUKE**. They were formed in 2014 – 2016, being the very first of its kind in the region. As a result, related startup support activities were initiated at the university. The purpose is to significantly help students, teachers, researchers and innovative people to develop their potential in various areas and activities.