

International Office Traineeship Programme at Tomas Bata University in Zlín

Are you interested in international relations, higher education, and supporting students from around the world? Join the International Office of Tomas Bata University in Zlín (TBU) and gain practical experience in an international university environment.

About the Traineeship

The International Office of TBU offers a practical traineeship for international students and recent graduates interested in internationalisation, higher education administration, and international student support.

The traineeship is primarily developed within the framework of the **PIONEER Alliance and its Pioneer Mobility and Internationalization Plan (PMIP)**. Applications are also welcome from students and graduates of TBU partner universities and other interested candidates.

During the traineeship, you will become part of an international university team, gain insight into how international student services operate, and contribute to improving the experience of students coming to TBU from around the world.

Why Tomas Bata University and Zlín?

TBU is a modern, internationally oriented university with students from dozens of countries and a growing network of international partners.

Zlín is a safe and student-friendly city offering affordable living costs, a unique cultural heritage, and easy access to other European destinations. During your traineeship, you will experience everyday life in the Czech Republic while gaining practical insight into university internationalisation.

Traineeship Details

- **Host institution:** Tomas Bata University in Zlín (TBU), Czech Republic
- **Department:** International Office
- **Location:** Zlín, Czech Republic
- **Preferred period:** June – September 2027
- **Duration:** Min. 2 months; ideally 3–4 months
- **Workload:** 40 hours per week
- **Working language:** English
- **Compensation:** **This traineeship is unpaid.** Candidates may apply for an Erasmus+ grant through their home institution.
- **Application deadline:** 28 February 2027
- **Contact:** incoming@utb.cz

Who Can Apply?

We welcome applications from:

- students of PIONEER Alliance universities;
- students of other TBU partner universities;
- international students interested in gaining practical experience in an international university environment;

- recent graduates (less than 1 year from graduation at the end of the traineeship) interested in international relations, higher education, or student services.

Candidates with personal experience as international students are especially encouraged to apply.

What Will You Do?

After initial training, you will work independently on assigned tasks under the guidance of the International Office team. The exact activities will depend on your skills, interests, and current priorities.

Possible activities include:

- supporting international student services and administrative processes;
- organising and checking documentation;
- reviewing information materials from an international student perspective;
- supporting Welcome and orientation activities;
- contributing to the development of the Semester Integration Course;
- reviewing TBU webpages and online resources for international students;
- checking links and identifying outdated or unclear information;
- preparing FAQs, guides, databases, and internal documentation;
- supporting summer schools, Blended Intensive Programmes (BIPs), and other international activities;
- contributing to development and workflow improvement projects within the International Office.

What We Offer

During the traineeship, you will:

- gain practical experience in an International Office of a European university;
- work in an international environment;
- learn how international student mobility and support services operate;
- develop organisational, communication, and project management skills;
- gain insight into university internationalisation processes;
- work alongside professionals supporting students from all over the world;
- possibility of accommodation in the TBU Halls of Residence.
- possibility of dining in the TBU Refectory

What We Expect From You

The ideal candidate should:

- have an interest in international relations, higher education, student services, or intercultural communication;
- be able to work independently after initial instructions;
- have good organisational skills and attention to detail;
- communicate confidently in English;
- be comfortable working in a multicultural environment;
- be willing to learn and contribute to team activities.

Previous international experience, experience with Erasmus+ or other mobility programmes, and knowledge of Czech or Slovak are considered advantages.

Important Information

The trainee will receive guidance from the International Office team but is expected to work independently on assigned tasks.

The trainee will not be responsible for admission decisions, recognition of previous education, visa or legal assessments, or official assessment of student cases. Official communication with students and applicants via institutional e-mail remains the responsibility of International Office staff.

How to Apply

Please submit:

- CV;
- short motivation letter explaining your interest in the traineeship;
- preferred traineeship period;
- confirmation of your current student status or recent graduation (if applicable).

Information and documents to be send to incoming@utb.cz

Application deadline: **February 28, 2027**

Pre-selected candidates will be invited for an online interview.

Join TBU and become part of a team supporting international students and building a more connected university community.