

ERASMUS WORK PLACEMENT AT THE UNIVERSITY OF GRAZ (AUSTRIA)
Office of International Relations

The University of Graz offers a unique opportunity for students from European Universities to do an internship at its **Office of International Relations** within the framework of the LLP ERASMUS PLACEMENTS.

The University of Graz is an institution with a strong international profile. Close ties with almost 500 universities world-wide form the basis for the mobility of students, faculty and staff and numerous joint projects in teaching and research. The Office of International Relations handles mobility flows for more than 900 outgoing and 800 incoming students as well as for outgoing and incoming researchers and teaching staff.

DETAILS ON THE AVAILABLE INTERNSHIPS

(1)	Duration of internship: approx. 6 months Possible internship period: Start date as soon as possible (beginning of March 2014 at the latest) Working hours: 40 hours / week Responsibilities: supporting the team with the implementation of an EU-funded international mobility program and the general administration of educational projects
(2)	Duration of internship: approx. 6 months Possible internship period: Starting from April 01, 2014 Working hours: 40 hours / week Responsibilities: supporting the team with preparation and organization of cooperation contracts/activities and during visits of international guests
(3)	Duration of internship: approx. 6 months Possible internship period: Starting from August 04, 2014 Working hours: 40 hours / week Responsibilities: supporting the team with welcoming our exchange students for the winter semester and public relations matters

WHAT DO WE EXPECT?

- ❖ Certified C1/C2 knowledge of German (German native speakers preferred)
- ❖ C1 knowledge of English
- ❖ Good level of organizational skills
- ❖ Profound experience in working with various computer programs (operating system Microsoft Office)
- ❖ Reliability and enthusiasm!

FINANCIAL SUPPORT?

- ❖ Students will have to apply for ERASMUS funding through their home university

HOW TO APPLY?

Please send

- a motivation letter
- your curriculum vitae
- copy of your passport

by email to thorsten.auer@uni-graz.at until **6 January 2014** at the latest.

Please indicate which internship (1, 2 or 3) you are interested in!

PLEASE NOTE: Applications and requests received until 19 December 2013 will be answered as soon as possible. Due to Christmas holidays applications and requests received afterwards and until 6 January 2014 will be answered in the second week of January 2014 at the earliest.

The team of the Office of International Relations is looking forward to receiving your application and welcoming you in the team!