

## Erasmus+ Work Placement at the Alpen-Adria-Universität Klagenfurt (Austria) International Office

The Alpen-Adria-Universität Klagenfurt offers a unique opportunity for a student from a European university to do an internship at the International Office within the framework of the Erasmus+ program.

The Alpen-Adria-Universität Klagenfurt is an institution with a strong international profile. Close ties with more than 200 universities world-wide form the basis for the mobility of students and university staff. The team of the International Office handles mobility flows for more than 200 incoming and outgoing students and is looking forward to receiving your application!

### Details on the internship

**Duration of internship:** 3-6 months (starting with September 2016)

**Working hours:** 30 hours/week

**Responsibilities:** supporting the team with the incoming exchange mobility program, welcoming our incoming exchange students, support programme managers

### What do we expect?

- Certified B2/C1 knowledge of German
- C1/C2 knowledge of English
- Organizational skills
- Profound experience in working with Microsoft Office Programs
- Reliability and enthusiasm

### Financial support?

Students will have to apply for Erasmus+ funding through their home universities as the Alpen-Adria-Universität Klagenfurt is only allowed to accept interns within the Erasmus+ placement program. The Alpen-Adria-Universität Klagenfurt offers a financial support amounting to EUR 150,-/month

### How to apply?

Please send a motivation letter and your CV by e-mail to [Michaela.holzweber@aau.at](mailto:Michaela.holzweber@aau.at)

**We are looking forward to welcoming you in our team!**