

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 the **Office of International Relations at Graz University** 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

- | |
|---|
| <p>(1) Duration of internship: 3 months
Possible internship period:
January 7 – April 7, 2013
Working hours: 40 hours / week
Responsibilities: supporting the team with welcoming our exchange students for the summer semester and public relations matters</p> |
| <p>(2) Duration of internship: 6 months
Possible internship period:
April 1 – September 30, 2013
Working hours: 40 hours / week
Responsibilities: supporting the team with welcoming our exchange students for the winter semester and public relations matters</p> |
| <p>(3) Duration of internship: 9 months
Possible internship period:
January 7 – October 7, 2013
Working hours: 40 hours / week
Responsibilities: supporting the team with the implementation of an EU-funded international mobility program</p> |

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
- ❖ Financial Support by Office of International Relations: € 200/month

HOW TO APPLY?

Please send

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

by email to barbara.schneeberger@uni-graz.at until **30 November 2012** at the latest.
Please indicate which internship period (1, 2 or 3) you are interested in!

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

