



**UNI
GRAZ**

**Büro für Internationale Beziehungen
Office of International Relations**

**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 750 outgoing and 600 incoming students as well as for outgoing and incoming researchers and teaching staff.

DETAILS ON THE INTERNSHIP

Duration of internship: min. 3 months, max. 6 months

Possible internship periods:

- A.) May 1 – October 31, 2011
- B.) May 1 – July 31, 2011
- C.) August 1 – October 31, 2011

Working hours: 40 hours / week

WHAT ARE THE RESPONSIBILITIES?

The Office of International Relations is searching for someone who supports the team with organizing our summer schools and welcoming our exchange students for the winter semester.

WHAT DO WE EXPECT?

- ❖ B2 knowledge of German and 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 passport

by email to monika.schein@uni-graz.at until **28 March 2011** at the latest.

Please indicate which internship period (A, B or C) 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!

