

**ERASMUS+ WORK PLACEMENTS AT THE UNIVERSITY OF GRAZ (AUSTRIA)**  
**Office of International Relations**

The University of Graz offers a unique opportunity for students from European Universities to carry out an internship at its **Office of International Relations** within the framework of 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**

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| (1) | <b>Duration of internship:</b> approx. 6 months<br><b>Possible internship period:</b> Starting from January 2015 (or February at the latest)<br><b>Working hours:</b> 40 hours / week<br><b>Responsibilities:</b> supporting the team with the implementation of international mobility programs and the general administration of educational projects |
| (2) | <b>Duration of internship:</b> approx. 6 months<br><b>Possible internship period:</b> Starting from January 2015 (or February at the latest)<br><b>Working hours:</b> 40 hours / week<br><b>Responsibilities:</b> supporting the team with preparation and organization of cooperation contracts/activities and during visits of international guests   |
| (3) | <b>Duration of internship:</b> approx. 6 months<br><b>Possible internship period:</b> Starting from February 2015<br><b>Working hours:</b> 40 hours / week<br><b>Responsibilities:</b> supporting the team with welcoming and hosting our exchange students as well as 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 universities as the University of Graz is only allowed to accept interns within the Erasmus+ placement programme or for internships that are compulsory for students' studies.
- ❖ The University of Graz cannot offer financial support due to regulations.

## HOW TO APPLY?

Please send

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

by email to [dorota.repkova@uni-graz.at](mailto:dorota.repkova@uni-graz.at) by 30 November 2014.

Please indicate which internship (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!