

**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 550 outgoing and 450 incoming students as well as for outgoing and incoming researchers and teaching staff.

DETAILS ON THE INTERNSHIP

Duration of internship: 3 months

Start date: September 1

Working hours: 40 hours / week

WHAT ARE THE RESPONSIBILITIES?

This year the Office of International Relations is celebrating its 20th anniversary and is thus searching for someone who supports the team with organizing the events that are planned.

WHAT DO WE OFFER?

- ❖ Support in finding accommodation
- ❖ access to all the services and facilities offered by the University of Graz for exchange students

WHAT DO WE EXPECT?

- ❖ Excellent 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

by email to

sabine.pendl@uni-graz.at

until **15 July 2010** at the latest.

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

