ERASMUS STUDENT TRAINEESHIP OFFER

EMPLOYER INFORMATION (Information Organisation/Unternehmen)	
NAME OF ORGANISATION/ ENTERPRISE	University of Natural Resources and Life Sciences, Vienna www.boku.ac.at **Center for International Relations**
ADDRESS	Peter Jordan Strasse 82a, 1190 Vienna, Austria 0043 1 47654-32000, www.boku.ac.at/international.html
NUMBER OF EMPLOYEES	Center for International Relations: 10 (full + part time employees) University wide: 1200

CONTACT DETAILS **(Kontaktinformation)**	
CONTACT PERSON	Mag. Ulrike Piringer, Incoming Erasmus Coordinator email: placement_at_international_office@boku.ac.at Center for International Relations, 0043 1 47654 - 32000

PLACEMENT INFORMATION **(Informationen zum Praktikum)**	
DEPARTMENT/FUNCTION	The Center for International Relations is BOKU's service department for International Affairs. Its aim is to facilitate and foster international contacts for the benefit of students, faculty and friends of the university alike. As a service to the international community, it provides information about BOKU in different languages.
DESCRIPTION OF ACTIVITIES	[N.B. The working language of the office is **German**.] General office work mostly in German/English, but also other languages (telephone, e-mail, post,...) Event management: preparation, logistics, support on the day. Proofreading and translation Preparation and checking of documents (related to student exchange programmes) Basic student advice Guest assistance and support Updating online database, updating homepage (CMS) Filing documents (applications, library,…) Internet research
DURATION	Placement starts December 2018/ January 2019 (duration: 3 to 6 months)

WORKING HOURS PER WEEK – FULL TIME	30 hours a week, working hours on agreement.
HELP WITH FINDING ACCOMODATION	We can help you to find a room in a student residence or apartment.
PAYMENT OR OTHER BENEFITS	BOKU will pay a financial contribution of € 280 per month and will provide you with tickets for public transportation in Vienna. In our office we offer different language classes in which you can participate for free if you wish. Please inquire about e.g. an Erasmus+ traineeship grant or national scholarship at the international office of your home university.

REQUIREMENTS (Anforderungen)	
ORAL AND WRITTEN LANGUAGE SKILLS	Good command of German and English (equivalent to level B2 or above)
SKILLS	Computer literate – Microsoft packages Experienced in office work Able to work in a team and individually A quick learner who is accurate and reliable

OTHER (Sonstiges)	
DOCUMENTS TO BE SUBMITTED	Please send your CV and letter of motivation (stating your preferred dates of beginning and ending of the internship) via email to: placement_at_international_office@boku.ac.at
APPLICATION PERIOD	Application period: November 5th to November 15th, 2018 The placement email address will only be checked during this period!