

## Erasmus+ Work Placement at the Alpen-Adria-Universität Klagenfurt (Austria) International Office

The Alpen-Adria-Universität Klagenfurt offers a unique opportunity for a student from a European university to do an internship at the International Office within the framework of the Erasmus+ programme.

The Alpen-Adria-Universität Klagenfurt is an institution with a strong international profile. Cooperations with more than 200 universities worldwide form the basis for the mobility of students and university staff. The team of the International Office handles mobility flows for more than 200 incoming and outgoing students each year.

### Details on the internship

**Duration of internship:** 5-6 months (starting in September 2017)

**Working hours:** 30 hours/week

**Responsibilities:** Supporting the team with the incoming exchange mobility programme and other activities (reports, PR), welcoming our incoming exchange students

### What do we expect?

- C1 knowledge of English
- Knowledge of German
- Confident face to face communication skills
- Positive & welcoming attitude
- Reliability and attention to detail
- Profound experience in working with Microsoft Office Programmes
- Organisational skills

### Financial support?

Students have to apply for Erasmus+ funding through their home universities as the Alpen-Adria-Universität Klagenfurt is only allowed to accept interns within the Erasmus+ placement programme.

The Alpen-Adria-Universität Klagenfurt offers a financial support amounting to EUR 150,- per month.

### How to apply?

Send your motivation letter and CV to [Michaela.Holzweber@aau.at](mailto:Michaela.Holzweber@aau.at) (Programme Manager Erasmus+ Incoming, International Office)

**We are looking forward to your application!**