

Erasmus+ Traineeship at the Alpen-Adria-Universität Klagenfurt (Austria) International Office

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

Alpen-Adria-Universität Klagenfurt is an institution with a strong international profile. Co-operations with more than 250 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 at the end of January - beginning of February 2020)

Working hours: 40 hours/week

Responsibilities: Supporting the team with the incoming and outgoing exchange mobility programmes

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 at their home universities as Alpen-Adria-Universität Klagenfurt is only allowed to accept trainees within the Erasmus+ traineeship programme.

Alpen-Adria-Universität Klagenfurt offers a financial support amounting to EUR 200,-per month.

How to apply?

Send your motivation letter and CV to internationales@aau.at by 31st October, 2019.

We are looking forward to your application!