

Petra Höpfner
Tel. +43-662 8044-2044
Fax +43-662 8044-154
Petra.Hoepfner@sbg.ac.at
www.uni-salzburg.at/international

Salzburg, May 14th 2019

ERASMUS Traineeship Opportunity

The International Relations Office at the University of Salzburg is pleased to be able to offer the opportunity to complete a traineeship placement within the Erasmus exchange programme.

The traineeship requires participation in the organisational intricacies of the exchange programmes offered at the university. A trainee in the International Relations Office can expect to be working in an internationally diverse working environment with colleagues from all over the world. Tasks will vary from day to day, but successful applicants can expect a customer-facing role; confidence in advising students as well as other university employees is of the highest importance.

Language competence in spoken and written German and English must exceed C1 level (based on the CEFR framework). Additional languages are advantageous, as these enable a more personable exchange with the international students.

The duration of the traineeship would ideally begin on 1 September 2019. The traineeship should last for at least two to a maximum of 10 months. It can either be a full or part-time position, with a total of 20 to a possible 40 hours a week for the specified duration.

Funding within the framework of the Erasmus programme, as granted by the sending institution, is a prerequisite for this traineeship. The successful applicant will not receive payment from the University of Salzburg for this role. The Erasmus rules, as agreed with the home university, will therefore apply to the design of the Erasmus internship contract. The International Relations Office is committed to act in accordance to these requirements.

As an Erasmus trainee at the University of Salzburg, it is also possible to enroll as a student at the university. This means that you are able to attend the courses of your choice along with other Erasmus students, for example.

Please send your detailed application, including a cover letter and CV, by email **until the 3rd of June 2019** to petra.hoepfner@sbg.ac.at.

Interviews will be held in our office or via Skype on Wednesday, June 12th 2019.
For further enquiries please contact as well Mrs. Petra Höpfner.