

Erasmus Student Work Placement in Austria

Academic year 2013/14

INTERNATIONAL OFFICE

Wels Campus

Employer Information

Name of organization	University of Applied Sciences Upper Austria School of Engineering and Environmental Sciences (Wels Campus)	
Address	Stelzhamerstr.23, 4600 Wels, Austria	
Website	www.fh-ooe.at/campus-wels/international	
Short description of company/office	The University of Applied Sciences Upper Austria is the largest university of applied sciences in Austria and has a strong focus on internationalization. There are 4 campus locations with an International Office each: <ul style="list-style-type: none"> - School of Informatics, Communications and Media (Hagenberg) - School of Applied Health and Social Sciences (Linz Campus) - School of Management (Steyr Campus) - School of Engineering and Environmental Sciences (Wels Campus) 	
	Facts and Figures:	
	University of Applied Sciences Upper Austria	Wels Campus
	<ul style="list-style-type: none"> - 5,500 students - Approx.. 500 employees - 200 partner universities 	<ul style="list-style-type: none"> - 1,500 students - approx. 100 employees - 70 partner universities - 50 Outgoing and 40 Incoming exchange students

Contact Details

Contact person	Vanessa Prüller
Department and job title	Head of International Office, Wels Campus
Phone	+43 50804 43140
E-mail	Vanessa.prueller@fh-wels.at

Placement Information

Department/Function	Department: International Office Function: Student Assistant
Description of Activities	The internship student will assist with all kinds of different tasks in the International Office, such as: <ul style="list-style-type: none"> - Administration of student mobilities (incoming and outgoing) - Organizing international events on campus - Correspondence with partner universities and students - Drafting newsletters and press releases - creating and updating information material and websites - general office tasks (photocopying, mailing, filing,...)
Location	University of Applied Sciences Upper Austria School of Engineering and Environmental Sciences Stelzhamerstr. 23 4600 Wels, Austria

Duration	<p>Ideally 10-11 months Start date: September 16, 2013 (latest possible start date: September 20, 2013) End date: mid/end July 2014</p> <p>If an internship for 2 semesters is not possible, it might also be an option to split it into 2 internships for 1 semester each (Sept- Feb and Feb – July). However, priority is clearly given to candidates available for an entire academic year.</p>
Working hours/week	40 hours/week
Accommodation	The International Office will help you find housing in Wels; we can arrange a room in the student residence (approx. 430,- € per month for a single room incl. breakfast + dinner) or help you find private accommodation through our “Buddy” students.
Payment or other benefits	<p>The internship salary is € 348,- per month.</p> <p>In addition there is a daily lunch bonus of € 3,50 (for food in the university cafeteria).</p> <p>We strongly recommend you to apply for ERASMUS or other funding through your home university in order to cover all living expenses in Austria and we will be happy to support you with the necessary paperwork.</p> <p>During the internship, you may participate at a variety of training activities and seminars, including a German language class, during work hours and, of course, free of charge.</p> <p>Besides, you will be part of a young and enthusiastic team, working in a pleasant office environment and you will gain much international and practical office experience.</p>

Competencies, Skills and Other Requirements

Minimum Requirements	<ul style="list-style-type: none"> - completed at least 2 semesters of higher education (any field of studies, preferably Management/Languages) - good communication and interpersonal skills - ability to work both independently as well as in teams - interest in office/administrative work - international experience is a plus
Language skills	excellent command of English (C1 level) and good command of German (B2 level) are required; additional languages are a plus
Computer skills	Microsoft Windows and Office (Word, Excel, PPT) are needed on a daily basis; experience with other applications is a plus
Drivers license	Not required
Other	<p>Only applications by students with a work permit for Austria can be considered (i.e. citizens of EU-countries).</p> <p>Please check with your home university about the availability and application procedure for ERASMUS Internship funding.</p>

Please submit the following documents via email to Vanessa.prueller@fh-wels.at by **June 30, 2013**:

- Cover letter (please also indicate your availability and if you will receive any ERASMUS funding for this internship)
- CV