

Erasmus+ Student Work Placement in Austria

Academic year 2015/16
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	<p>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:</p> <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:				
	<table border="1" style="width: 100%;"> <tr> <td style="width: 50%;">University of Applied Sciences Upper Austria</td> <td style="width: 50%;">Wels Campus</td> </tr> <tr> <td> <ul style="list-style-type: none"> - 5,500 students - Approx. 500 employees - 200 partner universities </td> <td> <ul style="list-style-type: none"> - 1,700 students - approx. 200 employees - 80 partner universities - 70 Outgoing and 70 Incoming exchange students </td> </tr> </table>	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"> - 1,700 students - approx. 200 employees - 80 partner universities - 70 Outgoing and 70 Incoming exchange students
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Contact Details

Contact person	Kamilla Trubicki
Department and job title	Head of International Office, Wels Campus
Phone	+43 50804 43140
E-mail	kamilla.trubicki@fh-wels.at

Placement Information

Department/Function	Department: International Office Function: Student Assistant
Description of Activities	<p>The internship student will mainly be responsible for co-organizing the International Staff Training Week, which includes</p> <ul style="list-style-type: none"> - Workshop coordination - Social event organization - Logistics such as transportation and accommodation - Internal and external marketing and communication - Erasmus+ related paperwork - Feedback survey analysis <p>The internship student might also assist with all kinds of different tasks in the International Office during that period, such as:</p> <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

	<ul style="list-style-type: none"> - 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	Ideally 7-8 months Start date: mid November 2015 End date: mid -June 2015
Working hours/week	40 hours/week
Accommodation	The International Office will help you find housing in Wels; we can arrange a room in a student residence or help you find private accommodation through our "Buddy" students.
Payment or other benefits	<p>The internship salary is approx. € 400 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 4 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	Only applications by students with a work permit for Austria can be considered (i.e. citizens of EU-countries). Please check with your home university about the availability and application procedure for ERASMUS+ Internship funding.

Please submit the following documents via email to kamilla.trubicki@fh-wels.at by **November 8, 2015**:

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