

ERASMUS STUDENT TRAINEESHIP OFFER

(Erasmus-Praktikumsangebot für Studierende)

Please fill in all fields in English.
 Bitte füllen Sie alle Felder in Englisch aus.

EMPLOYER INFORMATION (Information Organisation/Unternehmen)	
NAME OF ORGANISATION/ ENTERPRISE (Name der Organisation/ des Unternehmen)	University of Natural Resources and Life Sciences, Vienna www.boku.ac.at Center for International Relations
ADDRESS (Adresse)	Peter Jordan Strasse 82a
POSTAL CODE (PLZ)	1190
CITY (Stadt)	Vienna
COUNTRY (Land)	Austria
TELEPHONE (Telefon)	0043 1 47654-2600
FAX	0043 1 47654 - 2606
E-MAIL	international@boku.ac.at
WEBSITE	www.boku.ac.at/international.html
NUMBER OF EMPLOYEES (Anzahl der Mitarbeiter/innen)	Center for International Relations: 9 (full + part time employees) University wide: 1200

CONTACT DETAILS (Kontaktinformation)

CONTACT PERSON (Kontaktperson)	Mag. Ulrike Piringner
DEPARTMENT/FUNCTION (Abteilung/Funktion)	Incoming Erasmus Coordinator- Center for International Relations
TELEPHONE (Telefon)	0043 1 47654 - 2600
FAX	0043 1 47654 - 2606
E-MAIL	placement_at_international_office@boku.ac.at

PLACEMENT INFORMATION (Informationen zum Praktikum)

DEPARTMENT/FUNCTION (Abteilung/Funktion)	The Center for International Relations is BOKU's service department for International Affairs. Its aim is to facilitate and foster international contacts for the benefit of students, faculty and friends of the university alike. As a service to the international community, it provides information about BOKU in different languages.
DESCRIPTION OF ACTIVITIES (Beschreibung der Tätigkeiten)	<p>General office work mostly in German/English, but also other languages (telephone, e-mail, post,...)</p> <p>Updating Online Database, Updating Homepage (CMS)</p> <p>Filing documents (applications, library,...)</p> <p>Preparation and checking of documents (related to student exchange)</p> <p>Internet research</p> <p>Basic student advice</p> <p>Guest assistance and support</p>
DURATION (Dauer)	Start January/February 2015 (for several months)
WORKING HOURS PER WEEK – FULL TIME (Arbeitszeit pro Woche - Vollzeit)	30 hours a week, working hours on agreement
CITY	Vienna

(Stadt)	
ACCOMODATION (Unterkunft)	<p>BOKU does NOT provide housing, but helps interns to find a place.</p> <p>Student halls are an easy option when moving to Vienna. To book a room in a student hall of residence you can contact the OeAD (Österreichischer Austausch Dienst-Austrian Exchange Service): http://www.housing.oead.at/index_e.asp</p> <p>If you want to apply for a room in the students' residences, you can choose between single and shared double rooms. Prices range from between app. € 200 and € 325 for a shared double rooms and between € 270 and € 550 for a single room.</p> <p>A list of all student residences with information on furnishing and facilities, prices and application formalities is available on http://studieren.at and http://www.cycamp.at</p> <p>THE website for shared apartments: www.jobwohnen.at</p>
HELP WITH FINDING ACCOMODATION (Hilfe bei der Suche einer Unterkunft)	We can help you in finding a room in a students' dormitory or apartment.
PAYMENT OR OTHER BENEFITS (Bezahlung oder andere Vergütungen)	<p>Unfortunately BOKU can not pay any salary or accommodation. Please inquire about an e.g. Erasmus traineeship grant or national scholarship at the international office of your home university.</p> <p>BOKU will provide you with tickets for public transportation in Vienna.</p> <p>In our office we offer different language classes in which you can be allowed to participate if you wish.</p>

REQUIREMENTS (Anforderungen)

ORAL AND WRITTEN LANGUAGE SKILLS (Sprachkenntnisse – mündlich und schriftlich)	Good command of German and/or English (equivalent to level B2 or above)
COMPUTER SKILLS (PC-Kenntnisse)	Computer literate – Microsoft packages

DRIVING LICENSE (Führerschein)	Not needed
OTHER (Sonstiges)	Experienced in office work Ability to work in a team A quick learner who is accurate and reliable

OTHER (Sonstiges)	
DOCUMENTS TO BE SUBMITTED (Zu übermittelnde Dokumente)	Please send your CV and letter of motivation (state your preferred dates of beginning and ending of the interhsip) per Email to: placement_at_international_office@boku.ac.at
APPLICATION DEADLINE (Bewerbungsfrist)	September 22nd to October 10th 2014