

Call for Applications – Erasmus+ Internship

The International Office of WU (Vienna University of Economics and Business) is offering an Erasmus+ Internship position for the duration of 3-5 months in summer 2016.

Requirements:

- Very good command of German and English as working languages, corresponding to level C1 of the Common European Framework of Reference for Languages
- Excellent communication skills
- Excellent computer skills (MS Office)
- Knowledge of Content Management Systems preferred (Typo 3)

Tasks:

- Participation in all activities related to student exchange:
 - Exchange students: Assisting the exchange coordinators with tasks related to incoming students
 - JOSZEF study program: Assisting the JOSZEF program manager with final preparations for the upcoming academic year (preparing the assessment center, organizing a semester opening event, updating the JOSZEF website, updating marketing materials...)
 - International Summer University^{WU} (ISU^{WU}): organizing social and cultural events together with a team of ISU^{WU} assistants

Duration: 3-5 months, full-time; possibly 01.06.2016 – 30.09.2016 (exact dates can be arranged individually)

Terms of payment: Erasmus+ scholarship awarded from your home university.

Contact: Please send your CV (Curriculum Vitae) together with your motivation letter in German by email to marlene.wahlmueller@wu.ac.at.

Application Deadline: May 1, 2016