

## ERASMUS STUDENT TRAINEESHIP OFFER

Do you want to get to know and support students from all over the world?  
 Do you want to improve your office skills in an international environment?  
 Do you want to enhance your German and experience the Viennese way of life?  
 Then don't miss this opportunity!

EMPLOYER INFORMATION (Information Organisation/Unternehmen)	
<b>NAME OF ORGANISATION/ ENTERPRISE</b>	BOKU-University <a href="http://www.boku.ac.at">www.boku.ac.at</a>  <b>BOKU-International Relations</b>
<b>ADDRESS</b>	Peter Jordan Strasse 82a, 1190 Vienna, Austria 0043 1 47654-32000, <a href="http://www.boku.ac.at/international.html">www.boku.ac.at/international.html</a>
<b>NUMBER OF EMPLOYEES</b>	BOKU-International Relations: 12 (full + part time employees) University wide: 1200

CONTACT DETAILS (Kontaktinformation)	
<b>CONTACT PERSON</b>	Mag. Ulrike Piringer, Incoming Erasmus Coordinator email: <a href="mailto:placement_at_international_office@boku.ac.at">placement_at_international_office@boku.ac.at</a> BOKU-International Relations, 0043 1 47654 - 32000

PLACEMENT INFORMATION (Informationen zum Praktikum)	
<b>DEPARTMENT/FUNCTION</b>	BOKU-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.
<b>DESCRIPTION OF ACTIVITIES</b>	[N.B. The working language of the office is <b>German</b> .] General office work mostly in German/English, but also other languages (telephone, e-mail, post,...) Event management: preparation, logistics, support on the day. Proofreading and translation Preparation and checking of documents (related to student exchange programmes) Basic student advice Guest assistance and support

	Updating online database, updating homepage (CMS) Filing documents (applications, library,...) Internet research
<b>DURATION</b>	Placements starts <ul style="list-style-type: none"> <li>from June 2025 (duration: 3 to 6 months)</li> <li>from September/October2025 (duration: 3 to 6 months)</li> </ul>
<b>WORKING HOURS PER WEEK – FULL TIME</b>	30 hours a week, working hours on agreement.
<b>HELP WITH FINDING ACCOMMODATION</b>	We can help you to find a room in a student residence or apartment.
<b>PAYMENT OR OTHER BENEFITS</b>	BOKU will pay a financial contribution of € 300 per month. At our university we offer different language classes in which you can participate for free if you wish. Please inquire about e.g. an Erasmus+ traineeship grant or national scholarship at the international office of your home university.

## REQUIREMENTS (Anforderungen)

<b>ORAL AND WRITTEN LANGUAGE SKILLS</b>	Good command of German and English (equivalent to level B2 or above)
<b>SKILLS</b>	Computer literate – Microsoft packages Experienced in office work Able to work in a team and individually A quick learner who is accurate and reliable

## OTHER (Sonstiges)

<b>DOCUMENTS TO BE SUBMITTED</b>	Please send your CV and letter of motivation (stating your preferred dates of beginning and ending of the internship) via email to: <a href="mailto:placement_at_international_office@boku.ac.at">placement_at_international_office@boku.ac.at</a>
<b>APPLICATION PERIOD</b>	Application Period: 10.02.2025 – 16.03.2025  The placement email address will only be checked during this period!