



Lifelong Learning Programme



Nationalagentur
Lebenslanges Lernen
National Agency for
Lifelong Learning

ERASMUS STUDENT PLACEMENT 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 Graz
ADDRESS (Adresse)	Universitätsplatz 3
POSTAL CODE (PLZ)	8010
CITY (Stadt)	Graz
COUNTRY (Land)	Austria
TELEPHONE (Telefon)	+433163801249
FAX	+433163809156
E-MAIL	international@uni-graz.at
WEBSITE	http://international.uni-graz.at
NUMBER OF EMPLOYEES (Anzahl der Mitarbeiter/innen)	27
SHORT DESCRIPTION OF ORGANISATION/ ENTERPRISE (Kurzbeschreibung der Organisation/des Unternehmens)	The Office of International Relations (IRO) of the University of Graz is both a center of excellence and service that consolidates measures for the internationalization of the University. As part of its activities, the IRO develops strategies and measures concerning the realization of academic mobility of students and staff. Additionally, the IRO focuses on the procurement of third-party funds in the framework of



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	educational projects as well as the establishment of new collaborations and the strengthening of existing partnerships with other universities worldwide.
OTHER (Sonstiges)	

CONTACT DETAILS (Kontaktinformation)

CONTACT PERSON (Kontaktperson)	Barbara Schneeberger
DEPARTMENT/FUNCTION (Abteilung/Funktion)	Office of International Relations
TELEPHONE (Telefon)	+433163801250
FAX	+433163809156
E-MAIL	barbara.schneeberger@uni-graz.at
OTHER (Sonstiges)	

PLACEMENT INFORMATION (Informationen zum Praktikum)

DEPARTMENT/FUNCTION (Abteilung/Funktion)	Office of International Relations
DESCRIPTION OF ACTIVITIES (Beschreibung der Tätigkeiten)	Supporting the team with welcoming our exchange students for the winter semester and public relations matters
DURATION (Dauer)	6 months (April 1 st – September 30 th , 2013)
WORKING HOURS PER WEEK – FULL TIME (Arbeitszeit pro Woche - Vollzeit)	Full Time (40h/week)
CITY	Graz



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(Stadt)	
ACCOMODATION (Unterkunft)	The International Relations Office will support students in finding accommodation.
PAYMENT OR OTHER BENEFITS (Bezahlung oder andere Vergütungen)	Students will have to apply for ERASMUS funding through their home university. Financial Support by Office of International Relations: € 200/month
OTHER (Sonstiges)	

REQUIREMENTS (Anforderungen)

ORAL AND WRITTEN LANGUAGE SKILLS (Sprachkenntnisse – mündlich und schriftlich)	Certified C1/C2 knowledge of German (German native speakers preferred) C1 knowledge of English
COMPUTER SKILLS (PC-Kenntnisse)	Profound experience in working with various computer programs (operating system Microsoft Office)
DRIVING LICENSE (Führerschein)	-
OTHER (Sonstiges)	Good level of organizational skills Reliability and enthusiasm

OTHER (Sonstiges)

DOCUMENTS TO BE SUBMITTED (Zu übermittelnde Dokumente)	Motivation letter CV Copy of your passport
APPLICATION DEADLINE (Bewerbungsfrist)	30 November 2012