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ERASMUS Traineeship Opportunity

1.03.2020 – 31.07.2020 (or earlier)

1.09.2020 – 28.02.2021

The International Relations Office at the University of Salzburg is pleased to be able to offer the opportunity to complete a traineeship within the Erasmus exchange programme during summer semester 2020 and winter semester 2020/2021.

The traineeship requires participation in the organisational intricacies of the exchange programmes offered at the university. A trainee in the International Relations Office can expect to be working in an internationally diverse working environment with colleagues from all over the world. Tasks will vary from day to day, but successful applicants can expect a customer-facing role; confidence in advising students as well as other university employees is of the highest importance.

Language competence in spoken and written German and English must exceed C1 level (based on the CEFR framework). Additional languages are advantageous, as these enable a more personable exchange with the international students.

The duration of the traineeship in the summer semester 2020 would ideally begin as early as possible and can end by 31st July 2020. It would be beneficial for us if the trainee in the winter semester 2020/2021 could start on 1st September 2020 at the earliest. The traineeship should last for at least two to a maximum of 10 months. It can either be a full or part-time position, with a total of 20 to a possible 40 hours a week for the specified duration.

Funding within the framework of the Erasmus programme, as granted by the sending institution, is a prerequisite for this traineeship. The successful applicant will not receive payment from the University of Salzburg for this role. The Erasmus rules, as agreed with the home university, will therefore apply to the design of the Erasmus internship contract. The International Relations Office is committed to act in accordance to these requirements.

As an Erasmus trainee at the University of Salzburg, it is also possible to enroll as a student at the university. This means that you are able to attend the courses of your choice along with other Erasmus students, for example.

Please send your detailed application, including a cover letter and CV, by email **until the 9th February 2020** to petra.hoepfner@sbg.ac.at. Interviews will be held in our office or via Skype on Tuesday, February 11th 2020.

For further enquiries please contact as well Mrs. Petra Höpfner.