

Internship offer

| Company Information | |
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| Name of the hosting organization (*) | University of Natural Resources and Life Sciences |
| Company Description | 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. |
| Company email address | placement_at_international_office@boku.ac.at |
| Company full address – Country (*) | Peter Jordan Strasse 82a, 1190 Vienna, Austria 0043 1 47654-32000, |
| Company website (*) | www.boku.ac.at/international.html |
| Contact Person - Name and mail | Mag. Ulrike Piringer, Incoming Erasmus Coordinator email: placement_at_international_office@boku.ac.at |
| Number of employees (*) | University wide: 1200 |
| Your organization is a Start Up? (*) | NO |
| Role Information | |
| Title of the offer (*) | University of Natural Resources and Life Sciences, Vienna |
| Link to the source (*) | https://empleo.ugr.es/oferta-practica-internacional/university-of-natural-resources-and-life-sciences-vienna/ |
| Role (*) | BOKU-International Relations |
| Industry (*) | International Relations |
| Functional Area (*) | International Relations |
| Location (*) | Peter Jordan Strasse 82a, 1190 Vienna, Austria |
| Main duties (*) | |



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| | <p>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.</p> |
| <p>What the intern will learn (*)</p> | <p>[N.B. The working language of the office is German.] 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</p> |
| <p>Further information</p> | |
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| <p>Duration (*)</p> | <p>(duration: 3 to 6 months)</p> |
| <p>Working hours (*)</p> | <p>30 hours a week, working hours on agreement.</p> |
| <p>Start Date (*)</p> | <p>from July or September 2021 (duration: 3 to 6 months)</p> |
| <p>Apply by (*)</p> | <p>Application period: February 15th to March 15h 2021</p> |
| <p>Date of publication (*) Deadline of publication (*)</p> | <p>February 15th to March 15h 2021</p> |
| <p>Training bursary (*)</p> | <p>BOKU will pay a financial contribution of € 280 per month and will provide you with tickets for public transportation in Vienna.</p> <p>In our office we offer different language classes in which you can participate for free if you wish.</p> |

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| | Please inquire about e.g. an Erasmus+ traineeship grant or national scholarship at the international office of your home university. |
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| Candidate Category (*) | |
| Level of Education (*): (BA/MA/PhD/Other) | BA/MA/PhD/Other |
| Field of Education (*) | not specified |
| Willing to host person with disabilities (*) | not specified |
| Language Skills (*) | Good command of German and English (equivalent to level B2 or above) |
| Digital Skills | Computer literate – Microsoft packages |
| Other skills requested | <p>Experienced in office work</p> <p>Able to work in a team and individually</p> <p>A quick learner who is accurate and reliable</p> |
| | |
| Information for Application (*) | Please send your CV and letter of motivation (stating your preferred dates of beginning and ending of the internship) via email to: placement_at_international_office@boku.ac.at |

(*) Mandatory Fields

(*) **Mandatory fields In Arqus colour:** Fields that go visible on the website. The URLs in brown don't go visible.