# ERASMUS STUDENT TRAINEESHIP OFFER

## EMPLOYER INFORMATION
*(Information Organisation/Unternehmen)*

| NAME OF ORGANISATION/ENTERPRISE | University of Natural Resources and Life Sciences, Vienna  
[www.boku.ac.at](http://www.boku.ac.at)  
BOKU-International Relations |
| ADDRESS | Peter Jordan Strasse 82a, 1190 Vienna, Austria  
0043 1 47654-32000,  
[www.boku.ac.at/international.html](http://www.boku.ac.at/international.html) |
| NUMBER OF EMPLOYEES | BOKU-International Relations: 12 (full + part time employees)  
University wide: 1200 |

## CONTACT DETAILS
*(Kontaktinformation)*

| CONTACT PERSON | Mag. Ulrike Piringer, Incoming Erasmus Coordinator  
e-mail: placement_at_international_office@boku.ac.at  
BOKU-International Relations, 0043 1 47654 - 32000 |

## PLACEMENT INFORMATION
*(Informationen zum Praktikum)*

| DEPARTMENT/FUNCTION | 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. |
| DESCRIPTION OF ACTIVITIES | [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 |
| DURATION | Placements starts  
• from July 1 or September 1, 2022 (duration: 3 to 6 months) |
## Working Hours per Week – Full Time

30 hours a week, working hours on agreement.

## Help with Finding Accommodation

We can help you to find a room in a student residence or apartment.

## Payment or Other Benefits

BOKU will pay a financial contribution of €280 per month and will provide you with tickets for public transportation in Vienna. In our office 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)

### Oral and Written Language Skills

Good command of German and English (equivalent to level B2 or above)

### Skills

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)

### Documents to Be Submitted

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

### Application Period

Application period: February 15 to April 15, 2022
The placement email address will only be checked during this period!