

# ERASMUS STUDENT PLACEMENT/Leonardo OFFER

(Erasmus-Praktikumsangebot für Studierende/AbsolventInnen)

<b>EMPLOYER INFORMATION</b> (Information Organisation/Unternehmen)	
<b>NAME OF ORGANISATION/ ENTERPRISE</b> (Name der Organisation/ des Unternehmen)	University of Natural Resources and Life Sciences, Vienna <a href="http://www.boku.ac.at">www.boku.ac.at</a>  <b>Center for International Relations</b>
<b>ADDRESS</b> (Adresse)	Peter Jordan Strasse 82a, 1190 Vienna, Austria 0043 1 47654-2600, <a href="http://www.boku.ac.at/zib.html">www.boku.ac.at/zib.html</a>
<b>NUMBER OF EMPLOYEES</b> (Anzahl der Mitarbeiter/innen)	Center for International Relations 9 (full + part time employees) University wide: 1200

<b>CONTACT DETAILS</b> (Kontaktinformation)	
<b>CONTACT PERSON</b> (Kontaktperson)	Mag. Ulrike Piringer, Incoming Erasmus Coordinator <a href="mailto:Ulrike.piringer@boku.ac.at">Ulrike.piringer@boku.ac.at</a> Center for International Relations, 0043 1 47654 - 2600

<b>PLACEMENT INFORMATION</b> (Informationen zum Praktikum)	
<b>DEPARTMENT/FUNCTION</b> (Abteilung/Funktion)	The Center for 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> (Beschreibung der Tätigkeiten)	General office work mostly in German/English, but also other languages (telephone, e-mail, post,...) Updating Online Database, Updating Homepage (CMS) Filing documents (applications, library,...) Preparation and checking of documents (related to student exchange) Internet research Basic student advice

	Guest assistance and support
<b>DURATION</b> (Dauer)	Start: May 2013 or summer 2013 several months
<b>WORKING HOURS PER WEEK – FULL TIME</b> (Arbeitszeit pro Woche - Vollzeit)	30 hours a week, working hours on agreement.
<b>HELP WITH FINDING ACCOMODATION</b> (Hilfe bei der Suche einer Unterkunft)	We can help you in finding a room in a students' dormitory or apartment.
<b>PAYMENT OR OTHER BENEFITS</b> (Bezahlung oder andere Vergütungen)	Unfortunately BOKU can not pay any salary. Please inquire about an e.g. Erasmus placement or Leonardo (for graduates) scholarship or national scholarship at the international office of your home university. BOKU will provide you with tickets for public transportation in Vienna. In our office we offer different language classes in which you can be allowed to participate if you wish.

## REQUIREMENTS (Anforderungen)

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

## OTHER (Sonstiges)

<b>DOCUMENTS TO BE SUBMITTED</b> (Zu übermittelnde Dokumente)	Please send your CV and letter of motivation per Email to <a href="mailto:ulrike.piringer@boku.ac.at">ulrike.piringer@boku.ac.at</a> .
<b>APPLICATION PERIODE</b> (Bewerbungsfrist)	February 15th 2013 to March 1st 2013