



Erasmus+ Internship at the International Office of Montanuniversitaet Leoben, Austria

Communication and Information Sciences, Humanities, Languages and Philological Sciences

MIRO - Montanuniversitaet International Relations Office (/profile-recruiter/203750)

📍 Austria, Leoben

Period: 17 Mar, 2019 to 31 Mar, 2020

Post date: 11 Mar, 2019

Deadline: 10 Jun, 2019

(<http://www.erasmusintern.org/erasmus-internship-international-office-montanuniversitaet-leoben-austria>)
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Internship details

General information

Duration: 3 months

Commitment: Full-time

Description:

- Internship duration and start/end date are flexible
- Duration: 2-12 months
- Applications are continuously possible

Who are we & what we are looking for?

MIRO is looking for an open-minded, reliable and motivated Erasmus+ intern to support our team! As an intern in MIRO, you will work in the exciting and eclectic field of international relations, improve your language skills and enhance your socio-cultural competences.

The Montanuniversitaet International Relations Office – in short MIRO – is a service facility, which supports Montanuniversitaet in its international processes. MIRO's major concern is to assist students, as well as academic and administrative staff to coordinate temporary outgoing and incoming mobilities.

Your working area will involve:

- Support incoming & outgoing student mobility coordination and administration
- Assist the organization of delegations and international events
- Help with marketing activities and social media
- Office support

We are looking for somebody who:

- Is a student or recently graduated and is thus eligible for the Erasmus+ internship program
- Has a good command of English (speaking and writing min. level B2)
- Is familiar with Microsoft Word, PowerPoint and Excel
- Interested in foreign cultures and people from all over the world
- Is pro-active and tolerant
- Can think for him/herself
- Has a hands-on -mentality& a positive attitude
- Is a team player
- Has some experience in the field of international relations (bonus- *not a must*)
- Has some experience with marketing, media and InDesign (bonus- *not a must*)

And what can you expect?

- Become a part of an international, welcoming and friendly team
- You will get to work with a variety of our staff , learn how to work independent and gain essential work experience
- You will grow personally and professionally
- You will be engaged in many fun events
- You will build a network of people around the world
- We will help you to release your full potential! If you are proactive and willing to learn, you will have all doors open!

Application:

Please send your application (a short motivation letter and a CV) to international@unileoben.ac.at (mailto:international@unileoben.ac.at) (please use the subject 'Application: Erasmus Internship in MIRO')

***This internship opportunity is only available under the Erasmus+ scheme**

We are looking forward to having you in our team!

Compensation: Financial compensation
Other

Keywords



Additional Information

*We are open to students from various study fields and educational backgrounds!

Attachment:

 Erasmus+ Internship Position_MIRO.pdf
(https://erasmusintern.org/sites/default/files/traineeship/attachments/Erasmus%2B%20Internship%20Position_MIRO.pdf)

Requirements

Languages:

English: Independent User B2

Skills:

motivated

friendly

reliable

team-player

open-minded

hands-on attitude

basik skills in Microsoft Porgrams: Office Word, Power Point, Excel

further foreign language skills in addition to English are a plus

digital and social media skills are a plus

graphic design skills (InDesgin) are a plus

About

ErasmusIntern.org is a web platform where companies and organisations can offer their internship vacancies to individuals seeking international opportunities. ErasmusIntern is a project of the Erasmus Student Network. (<http://esn.org/>)

[Terms and Privacy Policy \(/content/terms-and-conditions-use-erasmusinternorg\)](/content/terms-and-conditions-use-erasmusinternorg)

Contact Us

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(<http://esn.org>) (http://eacea.ec.europa.eu/llp/index_en.php)

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