

ERASMUS+ INTERNSHIP: INTERNATIONAL RELATIONS OFFICE

General information

- Duration: 2-12 months
- Commitment: fulltime
- Receiving Institution: Montanuniversitaet Leoben, Austria

Description:

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 elective 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 (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!

