

**Vice Rector for Academic Affairs
International Relations and Mobility
Programmes**

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Re.: Internship at TU Graz - job description

Graz, May 2013

We are looking for someone, student or graduate, male or female, to assist us in our work at the Office of International Relations and Mobility Programmes at Graz University of Technology, Austria. The Office of International Relations and Mobility Programmes has been established to administer all student and teaching staff exchange programmes and projects, and to provide information on possible grants. We work with students and teachers from Austria as well as from all over the world. We have agreements with a great number of partner institutions and we are still expanding.

For our team we need a person who likes to work with people, who is aware of cultural differences and knows how to deal with them, a person who is open-minded, outgoing and full of energy, someone who likes working in a team but does not mind working independently on occasions. We look for someone who speaks German and English fluently and has profound experience in working with various computer programmes (operating system Microsoft Office).

Duration of Internship

beginning of July – end of September or longer, if possible

Grant paid by TU Graz

€ 400 per month

Some areas of work

- various kinds of general administrative and office duties
- advising on exchange programmes (outgoing students)
- advising on studying at TU Graz and living in Graz (incoming students)
- supporting staff when organising information events
- developing statistical data

Application documents & deadline

Please send

- a motivation letter and
- your curriculum vitae

via email to birgit.jeitler@tugraz.at until **7 June 2013** at the latest.