Department of International Relations
Mrs.
Petra Höpfner, Dipl. Geogr.
Erasmus+ KA 103/131 Coordinator
Sigmund Haffner Gasse 18
A-5020 Salzburg | Austria
Tel.: +43 / (0) 662 / 8044 - 2044
Petra.Hoepfner@plus.ac.at
www.plus.ac.at/international

Salzburg, 12 August 2022

ERASMUS+ Traineeship Opportunity

1.10.2022 – 28.02.2023
1.03.2023 – 31.07.2023

The Department of International Relations at the Paris Lodron University of Salzburg (PLUS) is pleased to offer one exciting Erasmus traineeship in **Digital Professionalism in International Mobility Programme Management.** The traineeship is largely an activity in the area of organisational processing of the management of exchange programmes, in particular the current implementation of the administrative software Mobility Online at our University.

Our Department offers an internationally diverse working environment, and the trainee will have the opportunity to meet colleagues and students from all over the world. We guide international exchange students through their student journey here in Salzburg.

It would be beneficial for us if the trainee in the **winter semester could apply for a period from 1st October 2022** *(or later)* **to 28 February 2023**. The duration of the traineeship in the **summer semester would ideally begin on 1 March 2023 and can end by 31st July 2023**, whereby the start and end can still be flexibly arranged. The traineeship should last for at least for to a maximum of 10 months. It can either be a full or part-time position, with a total of 20 to a possible 40 hours a week for the specified duration.
The trainee must have obtained the level of C1 (based on the CEFR framework) in both written and spoken German. English and additional languages are advantageous, as these enable a more personable exchange with international students.

This traineeship must be fundable within the Erasmus programme framework. The successful applicant will not receive payment from the University of Salzburg for this role. The traineeship contract must comply with both the Erasmus guidelines and the requirements of the sending institution. The Department of International Relations is committed to act in accordance with this agreement.

All Erasmus trainees need to register at the University of Salzburg to receive student status valid for the traineeship period. This allows trainees to attend courses of their choice along with other Erasmus students. As a member of the Austrian Student Union, trainees are automatically entitled to liability and accident insurance during their time here in Salzburg.

If the situation does not worsen due to COVID-19, the University of Salzburg plans to start the summer semester with a mix of online and face-to-face teaching and normal working schedule - of course, adjusting necessary procedural steps if necessary.

Please send your application, including a cover letter and CV, via email by **7 September 2022** to Mrs. Petra Höpfner (petra.hoepfner@plus.ac.at).

We will contact a handful of applicants to arrange an interview, which will take place in our office or online. For further enquiries, please contact Mrs. Höpfner (see above for details).