
Salzburg, 05 June 2023

ERASMUS Traineeship Opportunities

The International Relations Department at the University of Salzburg is pleased to offer two Erasmus traineeship opportunities starting **on October 2nd, 2023.**

- **One** of the two internships is largely an activity in the **organisational processing of exchange programmes**, in particular the counselling and support of students in the context of their participation in semester(s) abroad. We are looking for interns who are interested in international university agendas and enjoy personal contact with students and university staff.
- **The second** internship position to be filled, **focuses on the digitalisation of procedures** of international mobility programmes, in detail the implementation of the software Mobility Online at our university. We are particularly looking for students of computer science or students with experience in computer-based applications.

Each traineeship must be fundable within the Erasmus programme framework. The successful applicant will not receive additional 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 International Relations Department is committed to act in accordance with this agreement.

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.

The traineeship is expected to start on October 2nd, 2023 – or earlier, should last for at least one semester, and could ideally take up to 12 months. Either it can be a full-time or a part-time position with 20 to 40 working hours per week - for the duration specified.

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

If the trainee is interested in starting the internship before October 2023, a valid enrolment is required for the summer semester 2023 already. As of 1 October, the registration and funding within the framework of the Erasmus programme is also a precondition.

Please send your application, including a cover letter and CV, via email by **June 30th** to Mrs. Petra Höpfner (petra.hoepfner@plus.ac.at).

We will contact a handful of applicants to arrange an interview probably on July 5th in the afternoon, which will take place in our office or via MS teams. For further enquiries, please contact Mrs. Petra Höpfner (see above for details).