

International Relations Department
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ERASMUS Traineeship Opportunity

The International Relations Department at the University of Salzburg is pleased to offer an Erasmus traineeship opportunity.

The trainee will be required to offer **organisational support with all aspects of exchange programmes** offered here in the International Relations Department. Tasks will vary day to day, but successful applicants can expect to have a service-orientated role; confidence in advising students as well as other university employees is of the highest importance. Our office is an internationally diverse working environment, and trainees will have the opportunity to meet colleagues and students from all over the world.

This traineeship must be fundable within the Erasmus programme framework, as granted by the sending institution. 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 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 and English prior to their stay in Salzburg. Additional languages are advantageous, as these enable a more personable exchange with international students.

The traineeship would ideally begin on the 1st November 2023 (or later) and should last for at least five months. It can either be a full or part-time position, between 20 and 40 hours per week, for the specified duration.

On arrival, all Erasmus trainees register to receive student status at the University of Salzburg. 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.

Please send your application, including a cover letter and CV, via email to Ms. Katharina Niedermayr (katharina.niedermayr@plus.ac.at).

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