

## 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](mailto: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!**

