



<b>Job Title:</b>	Office Internship at the Center for International Relations
<b>Company Description:</b>	University of Natural Resources and Applied Life Sciences, Vienna
<b>Duration:</b>	3-6 months, starting at the beginning of July 2010
<b>Location:</b>	Vienna, Austria

**Job Description:**

Support in student and staff mobility; office internship at the Center for International Relations

**Center for International Relations:**

The Center for International Relations is BOKU's service department for International Affairs. Its aim is to facilitate and foster international contacts to the benefit of students, faculty and friends of the university alike. As a service to the international community, it provides information about BOKU in different languages.

**Tasks:**

General office work (telephone, e-mail, post,...)  
Updating Database  
Updating Homepage (CMS)  
Filing documents (applications, library,...)  
Preparation and checking of documents (related to student exchange)  
Internet research  
Basic student advice  
Guest assistance and support

**Requirements:**

Good command of English and/or German (equivalent to level B2)  
Computer literate – Microsoft packages  
Experienced in office work  
Ability to work in a team  
A quick learner who is accurate and reliable

**Working hours:**

30 hours a week, working hours on agreement

**Location:**

BOKU (Türkenschanze) is located in a nice green area in Vienna. It takes only 15 minutes by bus to get to the city center.

**Accommodation:**

We can help you to organise a room in student dormitory or apartment.

**Remuneration details:**

Unfortunately BOKU can not pay any salary. Please inform about an Erasmus placement scholarship at your university in the international office.

**How to apply?**

Please send your CV and letter of motivation (in English or German) by June 10th 2010 per Email to [ulrike.piringer@boku.ac.at](mailto:ulrike.piringer@boku.ac.at).

**Questions?**

Please contact [ulrike.piringer@boku.ac.at](mailto:ulrike.piringer@boku.ac.at) or call +43 1 47654 – 2600.