## Employer Information

| Name of organization | University of Applied Sciences Upper Austria  
| School of Engineering and Environmental Sciences (Wels Campus) |
| Address | Stelzhamerstr.23, 4600 Wels, Austria |
| Website | [www.fh-ooe.at/campus-wels/international](http://www.fh-ooe.at/campus-wels/international) |

### Short description of company/office

The University of Applied Sciences Upper Austria is the largest university of applied sciences in Austria and has a strong focus on internationalization. There are 4 campus locations with an International Office each:

- School of Informatics, Communications and Media (Hagenberg)  
- School of Applied Health and Social Sciences (Linz Campus)  
- School of Management (Steyr Campus)  
- School of Engineering and Environmental Sciences (Wels Campus)

### Facts and Figures:

<table>
<thead>
<tr>
<th>University of Applied Sciences Upper Austria</th>
<th>Wels Campus</th>
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<tbody>
<tr>
<td>- 5,500 students</td>
<td>- 1,700 students</td>
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<tr>
<td>- Approx. 500 employees</td>
<td>approx. 200 employees</td>
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<tr>
<td>- 200 partner universities</td>
<td>- 80 partner universities</td>
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<td></td>
<td>- 70 Outgoing and 70 Incoming exchange students</td>
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## Contact Details

<table>
<thead>
<tr>
<th>Contact person</th>
<th>Kamilla Trubicki</th>
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<tbody>
<tr>
<td>Department and job title</td>
<td>Head of International Office, Wels Campus</td>
</tr>
<tr>
<td>Phone</td>
<td>+43 50804 43140</td>
</tr>
<tr>
<td>E-mail</td>
<td><a href="mailto:kamilla.trubicki@fh-wels.at">kamilla.trubicki@fh-wels.at</a></td>
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## Placement Information

| Department/Function | Department: International Office  
| Function: Student Assistant |

### Description of Activities

The internship student will mainly be responsible for co-organizing the International Staff Training Week, which includes:

- Workshop coordination  
- Social event organization  
- Logistics such as transportation and accommodation  
- Internal and external marketing and communication  
- Erasmus+ related paperwork  
- Feedback survey analysis

The internship student might also assist with all kinds of different tasks in the International Office during that period, such as:

- Administration of student mobilities (incoming and outgoing)  
- Organizing international events on campus  
- Correspondence with partner universities and students  
- Drafting newsletters and press releases
- Creating and updating information material and websites
- General office tasks (photocopying, mailing, filing,...)

**Location**
University of Applied Sciences Upper Austria  
School of Engineering and Environmental Sciences  
Stelzhamerstr. 23  
4600 Wels, Austria

**Duration**
Ideally 7-8 months  
Start date: mid November 2015  
End date: mid-June 2015

**Working hours/week**
40 hours/week

**Accommodation**
The International Office will help you find housing in Wels; we can arrange a room in a student residence or help you find private accommodation through our "Buddy" students.

**Payment or other benefits**
The internship salary is approx. € 400 per month.

In addition there is a daily lunch bonus of € 3.50 (for food in the university cafeteria).

We strongly recommend you to apply for ERASMUS+ or other funding through your home university in order to cover all living expenses in Austria and we will be happy to support you with the necessary paperwork.

During the internship, you may participate at a variety of training activities and seminars, including a German language class, during work hours and, of course, free of charge.

Besides, you will be part of a young and enthusiastic team, working in a pleasant office environment and you will gain much international and practical office experience.

**Competencies, Skills and Other Requirements**

**Minimum Requirements**
- completed at least 4 semesters of higher education (any field of studies, preferably Management/Languages)
- good communication and interpersonal skills
- ability to work both independently as well as in teams
- interest in office/administrative work
- international experience is a plus

**Language skills**
Excellent command of English (C1 level) and good command of German (B2 level) are required; additional languages are a plus

**Computer skills**
Microsoft Windows and Office (Word, Excel, PPT) are needed on a daily basis; experience with other applications is a plus

**Drivers license**
Not required

**Other**
Only applications by students with a work permit for Austria can be considered (i.e. citizens of EU-countries). Please check with your home university about the availability and application procedure for ERASMUS+ Internship funding.

Please submit the following documents via email to kamilla.trubicki@fh-wels.at by November 8, 2015:
- Cover letter (please also indicate your availability and if you will receive any ERASMUS+ funding for this internship)
- CV