# Placement Offer

**Host Institution**
Pädagogische Hochschule Kärnten / Viktor Frankl Hochschule University College of Teacher Education

**Street Address**
Hubertusstraße 1

**Postal Code**
9020

**City**
Klagenfurt

**Country**
Austria

**Telephone**
+43 463 508 508 218

**Contact person**
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## Information on training

**Branch**
Faculty of Education / Office for International Affairs

**Training Period**
1 March, 2017 – 31 July, 2017

**Training Offered:**
We invite one student to use the practical-training in the fields of:
1. Secretary work;
2. International communication and international relations exchange
3. Assistance – Project work
4. Speaking and translating (English and/or German and/or other language/s)
5. Support for Incoming- and Outgoing students and staff

**Daily Working Hours**
6, Monday – Friday

**Weekly Working Hours**
30

## Living

**Lodgings arranged by Employer**
Yes

**Monthly Rent**
Appr. € 250,-- - € 300,--

**Canteen Facilities**
Yes

**Meal Price**
€ 5,10

## Special wishes concerning the trainee

**Field of Study**
Education, Languages, Humanities

**Level of Studies**
University

**Home Country**
Germany

**Language Skills**
German, English or any other language

**Work processing Skills Needed**
Yes

**Additional Information**
The work is very versatile because of communication with students, professors and international partners. It’s a good possibility to enhance skills of responsibility, flexibility, organization and social behaviour. The placement-offer is an excellent possibility to learn how to work in an international project and to learn more about the Austrian culture. The working atmosphere is pleasant and motivating.

If you are interested in this placement offer, please send an email including your motivation letter, your CV, some general information about work experience, language skills...

YOU COULD USE THE ERASMUS+ MOBILITY FOR TRAINEESHIPS! TAKE YOUR CHANCE! YOU ARE WELCOME!