

# Erasmus Student Work Placement in Austria

Academic year 2013/14

University of Applied Sciences Upper Austria

International Office, School of Management

## Employer Information

Name of organization	University of Applied Sciences Upper Austria, School of Management										
Address	Wehrgrabengasse 1-3, 4400 Steyr, Austria										
Website	<a href="http://www.fh-ooe.at/campus-steyr/international/international-office/">http://www.fh-ooe.at/campus-steyr/international/international-office/</a>										
Short description of company/office	<p>The University of Applied Sciences Upper Austria is the largest university of applied sciences in Austria and is an integral part of the tertiary education system. The organization is defined by the requirements of regional employment and research needs. Four locations in Upper Austria's central area offer innovative and inter-disciplinary academic degrees, each with a different focus.</p> <ul style="list-style-type: none"> <li>- School of Informatics, Communications and Media (Hagenberg)</li> <li>- School of Applied Health and Social Sciences (Linz Campus)</li> <li>- School of Management (Steyr Campus)</li> <li>- School of Engineering and Environmental Sciences (Wels Campus)</li> </ul>										
	Facts and Figures:										
	<table border="1"> <thead> <tr> <th>University of Applied Sciences Upper Austria</th> <th>School of Management</th> </tr> </thead> <tbody> <tr> <td>- 5,500 students</td> <td>- 1,200 students</td> </tr> <tr> <td>- Ca. 500 employees</td> <td>- Ca. 100 employees</td> </tr> <tr> <td>- 200 partner universities</td> <td>- 110 partner universities</td> </tr> <tr> <td></td> <td>- 160 incoming and 150 outgoing exchange students</td> </tr> </tbody> </table>	University of Applied Sciences Upper Austria	School of Management	- 5,500 students	- 1,200 students	- Ca. 500 employees	- Ca. 100 employees	- 200 partner universities	- 110 partner universities		- 160 incoming and 150 outgoing exchange students
University of Applied Sciences Upper Austria	School of Management										
- 5,500 students	- 1,200 students										
- Ca. 500 employees	- Ca. 100 employees										
- 200 partner universities	- 110 partner universities										
	- 160 incoming and 150 outgoing exchange students										

## Contact Details

Contact person	Mag. Bernadette Fleischanderl
Department and job title	Head of International Office, School of Management
Phone	+43 50804 33050
E-mail	<a href="mailto:Bernadette.fleischanderl@fh-steyr.at">Bernadette.fleischanderl@fh-steyr.at</a>

## Placement Information

Department/Function	Department: International Office at the School of Management in Steyr. Function: Assistant to mainly Outgoing Student Coordinator and Head of International Office.
Description of Activities	<p>Tasks associated with the International Office, including keeping contact with partner institutions and aid for outgoing exchange students to overseas countries as well as cumulating all kinds of information about partner universities for outgoing exchange students.</p> <p>Organizing events such as:</p> <ul style="list-style-type: none"> <li>- Exchange Fair (Information fair for outgoing exchange students)</li> <li>- International Fair (intl. party of intl. students each semester)</li> </ul>

	<ul style="list-style-type: none"> <li>- International Week (providing help to intl. guest professors)</li> <li>- International scientific conference (assistance to conference organizing committee)</li> </ul>
Location	International Office Wehrgrabengasse 1-3 4400 Steyr, Austria
Duration	10-11 months Earliest starting date: August 19 <sup>th</sup> 2013 Latest starting date: September 1 <sup>st</sup> 2013 Earliest leaving date: June 30 <sup>th</sup> 2014 Latest leaving date: July 18 <sup>th</sup> 2014
Working hours/week	40 hours/week
Accommodation	The international office will provide the intern's housing in walking distance to the university and in close contact with Austrian and international students.
Payment or other benefits	<p>The intern will receive free housing (rental costs are to be taken care of by the international office) as well as 3 Euros support for meals at the student cafeteria per day.</p> <p>The intern is allowed to participate at university staff seminars organized by the university (e.g. personal development, time management, Excel, ppt, university databases, etc.) and may join the "English coaching" for administrative staff members offered at the School of Management throughout the semester by a native speaker.</p> <p>As the intern is still a student, the intern can choose to take part at some orientation activities for incoming exchange students in September, which includes the seminar "Cosmopolitan Leadership in a Complex World" and a session on Austrian culture and of course, some fun networking activities organized by the Erasmus Student Network for exchange students. If the student wishes, we can also reserve a sport for him/her in a German language course.</p> <p>Another benefit will be living in one of the most beautiful towns in Steyr where houses are several hundred years old and beautiful scenery surrounds the city.</p> <p>Besides that the student will gain a very international experience, will be part of a young and enthusiastic team, working in a pleasant working environment.</p>

### Competencies, Skills and Other Requirements

Minimum Requirements	Any student in any field (preferably management), who can stay for 10 – 11 months and has interest to gain international experience – as work in the International Office in Steyr is not only about learning about Austria, but about all countries we are partnering with.
Language skills	English language skills must be excellent. This is a MUST! German language skills are preferred, but not a must.
Computer skills	The student must be able to work with Microsoft Windows and Office applications.
Drivers license	Not required
Other	Previous international experience is a plus. We are looking for long term interns. Thus, 10 months minimum stay is a requirement.

Interested applicants should submit the following documents to the International Office:

- CV (please use the Europass CV template, including photo)
- Cover letter

Documents need to be sent to [Bernadette.fleischanderl@fh-steyr.at](mailto:Bernadette.fleischanderl@fh-steyr.at) or by post to the address stated above by **February 24<sup>th</sup>**.