

CALL FOR APPLICATIONS

INTERNSHIP POSITION

at the

Centre for Educational Management and Higher Education Development

Danube University Krems, AUSTRIA

Two missions:

1) Assisting Erasmus + project management with South Africa and Mozambique

2) Assisting programme management for Erasmus Mundus Joint Master Degree

As coordinator of an Erasmus + project and an Erasmus Mundus Joint Master Degree, the Centre for Educational Management and Higher Education Development (<http://www.donau-uni.ac.at/en/department/wbbm/bereich/weiterbildungsmanagement/index.php>) at Danube University Krems offers positions for **traineeships** for students (via Erasmus + , Free Mover or other funding).

The internship should start in **May or beginning of June 2017** and last at least until **December 2017** (or up to 12 months in total).

Your tasks:

1) In the project management for the Erasmus + project LaTFURE (<https://moodle.donau-uni.ac.at/latfure/>):

- assist in administrative tasks and project management (ability to work with partners in Austria, Africa, Germany, Finland and Brussels/ European commission)
- assist in preparing reports and presentations
- assist in monitoring the project budget
- assist in communication and event management:
 - o communication: project platform (Moodle-website), social media, promotional materials for the project
 - o events organization: steering committee, seminars, conferences

2) In the programme management for the Erasmus Mundus Joint Master Degree programme MARIHE (<http://www.marihe.eu>):

- support the programme team in everyday administrative tasks during the winter semester (September- December 2017): preparations for lectures, seminars and events; assistance to students and (incoming) lecturers; preparations for e-Learning activities (on Moodle)
- assist in event management, especially for Consortium Meeting and MARIHE-Day in October 2017 in Krems
- assist in administrative tasks of consortium management (with partners in Germany, Finland, Hungary, China and India)
- assist in marketing activities and social media communication

What we offer:

- the possibility to acquire experience and skills in the management of international, European funded projects and master programmes

- the opportunity to learn from the centre's international activities and to work in an international and highly motivated team
- the possibility to participate in selected lectures and (social) activities of MARIHE programme as a guest student
- the internship will take place in the city of Krems, in one of the most attractive regions of Austria, close to the capital Vienna

Your profile:

Required:

- currently studying (minimum Master's level or equivalent) or recently finished (Erasmus + Graduate Internship)
- high proficiency in English
- experience in an office environment (e.g. internship/voluntary work/student job)
- strong organizational skills (applicants should explain in cover letter how/where these skills have been acquired)
- very good command of office software (esp. MS word, excel, power point)

Desirable:

- intercultural experience (acquired through longer stays in a country different from country of origin, e.g. higher education studies abroad)
- skills in social media communication (Facebook, Twitter, Instagram) and e-Learning software (e.g. Moodle)
- knowledge of German (is an asset – but not required)

How to apply?

Please send your application electronically (Europass CV, a short cover letter explaining your motivation and transcript of records of previous university studies; all documents in one PDF file) **by 21 April 2017** to Anne-Laure Hecquet (anne-laure.hecquet@donau-uni.ac.at). Short-listed applicants will be invited for Skype interviews.