



ERASMUS+

Placement Offer

General	
Host Institution	Pädagogische Hochschule Kärnten / Viktor Frankl Hochschule University College of Teacher Education
Street Address	Hubertusstraße 1
Postal Code	9020
City	Klagenfurt
Country	Austria
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Contact person	
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Information on training	
Branch	Faculty of Education / Office for International Affairs
Training Period	1 September, 2018 – 30 June, 2019
Weeks Min	40
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 German and any other languages) 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,--
Canteen Facilities	yes ✓
Meal Price	€ 5,80

Special wishes concerning the trainee	
Field of Study	Education, Languages (English preferred), Humanities
Level of Studies	University
Language Skills	English, German / 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!