**ERASMUS+ INTERNSHIP: INTERNATIONAL RELATIONS OFFICE**

**General information**

* Duration: 2-12 months
* Commitment: fulltime
* Receiving Institution: Montanuniversitaet Leoben, Austria

**Description**:

****MIRO is looking for an open-minded, reliable and motivated Erasmus+ intern to support our team! As an intern in MIRO, you will work in the exciting and elective field of international relations, improve your language skills and enhance your socio-cultural competences.

The Montanuniversitaet International Relations Office – in short MIRO – is a service facility, which supports Montanuniversitaet in its international processes. MIRO‘s major concern is to assist students, as well as academic and administrative staff to coordinate temporary outgoing and incoming mobilities.

**Your working area will involve:**

* Support incoming & outgoing student mobility coordination and administration
* Assist the organization of delegations and international events
* Help with marketing activities and social media
* Office support

**We are looking for somebody who:**

* Is a student or recently graduated and is thus eligible for the Erasmus+ internship program
* Has a good command of English (speaking and writing min. level B2)
* Is familiar with Microsoft Word, PowerPoint and Excel
* Interested in foreign cultures and people from all over the world
* Is pro-active and tolerant
* Can think for him/herself
* Has a hands-on -mentality& a positive attitude
* Is a team player
* Has some experience in the field of international relations (bonus- *not a must*)
* Has some experience with marketing, media and InDesign (bonus- *not a must*)

**And what can you expect?**

* Become a part of an international, welcoming and friendly team
* You will get to work with a variety of our staff , learn how to work independent and gain essential work experience
* You will grow personally and professionally
* You will be engaged in many fun events
* You will build a network of people around the world
* We will help you to release your full potential! If you are proactive and willing to learn, you will have all doors open!

**Application**:  
Please send your application (a short motivation letter and a CV) to [international@unileoben.ac.at](mailto:international@unileoben.ac.at) (please use the subject ‘Application: Erasmus Internship in MIRO’ )  
**\*This internship opportunity is only available under the Erasmus+ scheme**

**We are looking forward to having you in our team!**