

CALL FOR APPLICATIONS

ERASMUS+ INTERNSHIPS

at the

Centre for Educational Management and Higher Education
Development

Danube University Krems, AUSTRIA

The Centre for Educational Management and Higher Education Development at Danube University Krems offers **funded traineeships** for students via ERASMUS+. The internship should start preferably between November 2015 and February 2016 and last a minimum of 5 months.

Your tasks:

- assisting in research projects and publications (research, drafting, preparing manuscripts, grant writing/proposal writing, etc.)
- assisting in teaching (helping in preparing lecture notes and materials, communication with students etc.)
- assisting in administrative tasks and course management (communication with prospective students, answering queries about Erasmus+/Erasmus Mundus Master program, other administrative tasks)
- assisting in marketing of postgraduate programs
- assisting in communication with universities, associations, firms and governmental authorities

Your profile:

- Currently studying (Master's or equivalent, preferably in management or social sciences, specialization in higher education)
- Eligible for ERASMUS+ internships (i.e. student or recent graduate from a higher education institution in the EU, Norway, Iceland, Liechtenstein, Macedonia, Turkey)
- High proficiency in English (knowledge of German is an asset – but not compulsory)
- Sound academic performance
- Experience in an office environment (e.g. Internship/voluntary work/student job)
- Very good command of office software (esp. MS Word, Excel, PowerPoint)

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 2 November 2015** to Barbara Auer (barbara.auer@donau-uni.ac.at). Short-listed applicants will be invited for Skype interviews in early November.

Please direct any **questions** to the Centre Head, Dr. habil. Attila Pausits PhD, (attila.pausits@donau-uni.ac.at, +43 (0)2732 893-2266) or to Roland Humer (roland.humer@donau-uni.ac.at, +43 (0)2731 893-2264).