

## 2 Erasmus Internship Positions at the International Office of Karlshochschule International University, Karlsruhe, Germany

<b>Employer:</b>	Karlshochschule International University Erasmus Code: D KARLSRU08
<b>Short Introduction:</b>	<p>Karlshochschule International University is located in Karlsruhe, in the southwest of Germany, and provides a career-focused management and social sciences education with a strong intercultural orientation and an emphasis on responsibility and ethics. As a private, dynamic university with an international outlook, Karlshochschule offers personal and direct contact with professors as well as a service-oriented administration.</p> <p>Karlshochschule's International Office maintains close ties with more than 100 partner universities around the globe. It organises student and staff exchanges, administers scholarship programs and organises international projects such as the "Summer Academy on Intercultural Experience" and the winter academy "Emerald Forest".</p>
<b>Website:</b>	<a href="http://karlshochschule.de/en">http://karlshochschule.de/en</a>
<b>Contact:</b>	<a href="mailto:international@karlshochschule.de">international@karlshochschule.de</a>
<b>Starting Date:</b>	Upon individual agreement, earliest possible date: 01.02.2017.
<b>Duration:</b>	Mandatory internship: up to 6 months Voluntary internship: up to 3 months
<b>Working Hours:</b>	40 working hours per week, typically 5 days a week. Occasional week-end or evening tasks connected to our activities.
<b>Benefits:</b>	<ul style="list-style-type: none"> <li>- Accommodation will be provided</li> <li>- 1.5 vacation days per month</li> <li>- Option to take a language class (e.g. German, ...)</li> <li>- Semester ticket for the regional transport system upon registration from March 2017.</li> </ul>
<b>Main Tasks Position I:</b>	<ul style="list-style-type: none"> <li>- Organising events for incoming and outgoing students such as orientation days, intercultural trainings, excursions etc.</li> <li>- Support with international projects, e.g. "Emerald Forest" Winter Academy in February 2017, "Summer Academy on Intercultural Experience" in July 2017</li> <li>- Support of the exchange students with administrative matters (course selection, dealing with German bureaucracy)</li> <li>- Support with exchange applications of outgoing students</li> <li>- Support with organising the scholarship selection rounds</li> <li>- Preparation and update of information material</li> <li>- Writing of blog entries and newsletter articles</li> </ul>

<b>Main Tasks Position II</b>	<ul style="list-style-type: none"> <li>- Developing Online forms and letters for outgoing and incoming students</li> <li>- Updating the list of partner universities and the contact details in our database</li> <li>- Other tasks related to the digitalisation of the International Office processes</li> <li>- Support with activities listed for Position I</li> </ul>
<b>Knowledge, Skills and Competencies to be Acquired:</b>	<ul style="list-style-type: none"> <li>- Improvement of intercultural, communication + language skills (English, German)</li> <li>- Knowledge of International Office processes</li> <li>- Knowledge of German systems and bureaucracy</li> <li>- Data management skills.</li> <li>- Project/event management skills</li> </ul>
<b>Required Qualifications:</b>	<ul style="list-style-type: none"> <li>- English language proficiency of B2 or above</li> <li>- Proficiency in other languages (e.g. German, Spanish) welcome</li> <li>- Interest in supporting international students</li> <li>- Intercultural competence</li> <li>- Pronounced communication skills</li> <li>- Independence, service-orientation and reliability</li> <li>- Sound knowledge of MS-Office.</li> <li>- For position 2, experience in working with data bases and with questionnaires will be an advantage.</li> </ul>
<b>Application:</b>	<p>To apply, please send a letter of motivation and your resumé (curriculum vitae) per email to <a href="mailto:international@karlsruhochschule.de">international@karlsruhochschule.de</a>.</p>