

ERASMUS Traineeship Positions AT THE PHILIPPS-UNIVERSITÄT MARBURG



Department	International Office of the Philipps-Universität Marburg, Department of Special International Programs, Hessen International Summer University (ISU)
Duration	Three months
Starting date	May 15, or June 1, 2016
The ISU program at a glance	<ul style="list-style-type: none"> ➤ Dates: July 16 – August 13, 2016 ➤ Program Topic: Business, Politics, and Conflicts in a Changing World. <p>Key elements of the ISU program are the German language course, academic seminars, and excursions in Germany and to Strasbourg (France), up to 9 ECTS credits, cultural program. Participants' profile: international students.</p>
Tasks and Responsibilities	<ul style="list-style-type: none"> - Supporting the ISU team prior to, during, and after the ISU program - General administrative and office tasks - Coordinating the social media events - Assistance to the program coordinators in revising and editing the ISU information and promotional material - Providing orientation upon the students' arrival, orientation, and departure (as part of the ISU team) - Providing assistance to the students in their living and learning environment and for the out-of-class activities (outings, visits, official welcome/farewell events).
Applicant Profile	<ul style="list-style-type: none"> - Students enrolled at a bachelor or master degree at a University within the EU - Excellent English skills (spoken and written), German language skills would be an advantage, but not a necessity - Flexible, communicative, pro-active team player - Attention to detail and ability to perform complex tasks with accuracy - Good Microsoft office and social media knowledge - Intercultural awareness, preferably firsthand study abroad experience - General interest in international education - Punctuality and professional attitude will be expected
Accommodation, Salary, Application	<ul style="list-style-type: none"> - The ISU does not provide a stipend nor housing, students are expected to obtain an Erasmus grant at their home institution - Participation in all ISU extracurricular events (visits, lectures, field trips in Germany and France) is possible at no extra charge <p>Applications, containing a resume, a detailed cover letter, and the names and contact details of the Erasmus coordinator at the home institution in charge of signing the Traineeship Agreements should be sent by e-mail to isu@uni-marburg.de at the earliest convenience no later than May 1, 2016. Skype interview will be required.</p>



More Information:

<http://www.uni-marburg.de/isu>
<https://www.facebook.com/IsuMarburg/>

Contact:

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