

## Internship/Erasmus+Traineeship at the international Office SRH University Heidelberg/Germany

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### The main tasks

- ∞ Supporting international students in all stages of student journey
- ∞ Creating and updating marketing material and websites
- ∞ Logistic in transportation and accommodation
- ∞ Support during the organization and implementation of orientation, international week, for city tours, field visits and social events
- ∞ Feedback and survey analysis
- ∞ Correspondence with partner universities and students
- ∞ Working with different social media channels
- ∞ Contribution to marketing/recruitment and promotion activities

### Qualifications:

- ∞ Fluent German and English
- ∞ Organizational and communication skills and professional appearance
- ∞ Interest in working in an international environment and in direct contact to students from all over the world.
- ∞ Excellent Microsoft Office skills
- ∞ Prior international experience

### Payments and benefits

- ∞ The internship salary is 450€ per month, student is expected to have an Erasmus+ scholarship
- ∞ During the internship you can participate at a variety of trainings and activities/seminars as well as language classes, free of charge
- ∞ Free membership in Campus-Sports

### Duration and working hours

- ∞ 6 months, 40h/week

Please submit the following documents via email to: [Bettina.Pauley@srh.de](mailto:Bettina.Pauley@srh.de) by 1 October 2020:

- ∞ Cover letter (please also indicate your availability)
- ∞ CV
- ∞ Supply the names of 2 references (teachers, employers), who can be contacted