WIRTSCHAFTS UNIVERSITÄT WIEN VIENNA UNIVERSITY OF ECONOMICS AND BUSINESS

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Erasmus+ Internship Opportunity

WU International Office

Are you interested in gaining valuable international experience through an Erasmus+ internship at WU International Office? We offer up to two Erasmus internship positions in the academic year 2027/28 for students studying at WU partner universities.

Below you will find detailed information about the internship conditions, tasks, and application process. We look forward to receiving your application if you find this opportunity appealing.

Internship Details

- Duration: 3 months
- Period: between August 2027 and January 2028
- Working hours: 35 hours per week
- Compensation: Please ensure that the internship is supported through an Erasmus+ grant (SMT) funded by your home university. No additional financial compensation is provided by WU Vienna.

Tasks and Areas of Responsibility

As an Erasmus+ intern, you will support various teams within the WU International Office, including:

Incoming Exchange Team

- Correspondence with incoming exchange students (primarily via email)
- Assistance with welcome events and orientation programs for incoming exchange students

International Students Welcome and Support

- Database maintenance and student tracking
- Supporting international degree-seeking students by answering basic inquiries and conducting research
- Assisting with events for international degree-seeking students
- Providing support during the opening hours of the WU Study Service Center

Outgoing Exchange & Partnerships Team (Undergraduate)

- Database maintenance
- Collecting and preparing information about partner institutions (fact sheets, exchange reports from WU students)
- Supporting information events for WU students

General Tasks

- Administrative support for exchange programs
- Assisting with student advising, particularly for international students
- Updating and maintaining International Office databases
- Research and preparation of information on WU's mobility programs

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Requirements

- Currently enrolled as an advanced bachelor's or master's student at a WU partner university
- Excellent command of English; German language skills are a plus
- Strong IT skills, including proficiency in MS Office and database management
- Service-oriented mindset with excellent communication and teamwork abilities
- Ideally, previous international experience during your studies
- Reliable, organized, and able to work well within a dedicated team
- EU Citizenship

Application Process

If you are interested in applying for the Erasmus+ internship at the WU International Office, please submit the following documents **by January 15, 2027**:

- CV
- Motivation letter
- Transcript of records

Send your application to:
WU International Office
Attention: Lukas Hefner
Email: lukas.hefner@wu.ac.at

We will review all applications and conduct online interviews with shortlisted candidates between January 25 and February 11, 2027. The results of the selection process will be communicated to all applicants by **February 15, 2027**.

We look forward to your application and to potentially welcoming you to our team! In case of questions please feel free to contact Mr. Lukas Hefner, lukas.hefner@wu.ac.at.