# ERASMUS Traineeship Positions

## AT THE PHILIPPS-UNIVERSITÄT MARBURG

<table>
<thead>
<tr>
<th>Department</th>
<th>International Office of the Philipps-Universität Marburg, Department of Special International Programs, Hessen International Summer University (ISU)</th>
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<tbody>
<tr>
<td>Duration</td>
<td>Three months</td>
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<tr>
<td>Starting date</td>
<td>May 15, or June 1, 2016</td>
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### The ISU program at a glance
- Dates: **July 16 – August 13, 2016**
- Program Topic: **Business, Politics, and Conflicts in a Changing World.**

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.

### Tasks and Responsibilities
- 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
- 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
- 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

**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.