

Position: International Office Student Intern

Job Summary:

The International Office of Darmstadt University of Applied Sciences is seeking a motivated student interested in gaining practical experience in the field of International Relations.

Qualifications:

- Self-motivated and independent work ethic
- Excellent written and spoken communication skills
- Microsoft Office skills
- German and English language skills
- Interest in the fields of International Education or Relations
- Previous intercultural experiences or personal experience studying, working or travelling abroad

Responsibilities:

- Assist with the coordination of short term programs for both students and staff
- Communication with different interest groups (students, university staff, international partners, etc)
- Translate, develop, or edit, print or online materials
- General office duties such as answering the telephone, taking messages, and filing
- Additional tasks assigned by office staff

Benefits:

While we unfortunately cannot pay a salary, we can compensate the intern otherwise:

- Enrollment as a student at Darmstadt University of Applied Sciences
 - Earn academic credit
 - Free public transportation valid throughout the city and region
 - Participation in German language classes
 - Intercultural Training session
 - Orientation program for new arrivals
- Room and board
 - Accommodation at the International Guesthouse
 - Meals at the cafeteria at reduced price
- Meet new people, make friends with fellow German and international students, gain practical work experience and explore Germany!

About us:

Darmstadt University of Applied Sciences in Darmstadt, Germany, is among the largest Universities of Applied Sciences in Germany with over 15,000 enrolled students. H_da offers 64 programs of study in 11 departments at both the bachelors and masters level. The International Office is responsible for maintaining international relations with over 120 partner universities, facilitating the exchange of students and faculty as well as spearheading internationalization.

Duration and Application Deadline:

The internship will take place from September 2016 to February 2017, or between March 2017 to July 2017. Please send a cover letter, CV, and transcript of records from the home institution at least two months in advance.

Contact: Hochschule Darmstadt University of Applied Sciences
www.international.h-da.de
Schöfferstraße 12, Building D20
64295 Darmstadt, Germany

Lucia Koch, M.A., Head of International Office
lucia.koch@h-da.de
+49.6151.16-8016