**WORK OFFER**

**Employer Information**

- **Employer:** Ventrax
  - Johann Sebastian Bach Gasse 1
  - 8010 Graz, Austria

- **Website:**
  - Location of placement: Graz
  - Number of employees: 0
  - Working hours per week: 36.5
  - Working hours per day: 8.5

**Student Required**

- **General Disciplines:** 40-PHYSICAL SCIENCES
  - 14-ENGINEERING

- **Field of Study:**
  - 40.0801-Physics, General
  - 14.1099-Electrical, Electronics and Communications Engineering, Other
  - 14.4201-Mechatronics, Robotics, and Automation Engineering

- **Study level:** End (7 Semesters and over)

- **Language required:**
  - English
  - Excellent

**Other requirements:**

- Social skills

**Work Offered**

- Physics in general as well as mechatronics. Specialized in fluid mechanics / dynamics, thermodynamics, electronic, optional -> softwareengineering.

- **Number of weeks offered:** 10 - 20

- **Working environment:** Research and development

- **Gross pay:** 1,400 EUR / Month

- **Deduction to be expected:** 20%

**Accommodation**

- **Lodging will by arranged by:** IAESTE

- **Estimated cost of lodging:** 350 EUR / Month

- **Estimated cost of living incl. lodging:** 650 EUR / Month

**Additional Information**

- Business ratios and characteristics number, creation and observation of quality standards etc.

**Nomination Information**

- **Deadline for nomination:** 15-MAR-2018
- **Please send nominations by:** Exchange Platform

**Date:** 19-JAN-2018

**On behalf of receiving country:** Manuel Hofinger
Dear Friends we are glad we exchanged!

Please remember that our Exchange relies on:

1. **Same day publishing on the Intraweb!**
   We can only exchange with countries which are able to publish the exchanged offer online via Exchange Platform on the same day of exchange.
   Let us know in case you need some help!

2. **Sending early nominations & getting acceptance!**
   The earlier you provide us with the nomination the better, and employers are much more likely to accept nominations sent before March. Keep in mind that visa processes can take up to several weeks or months, especially if no Austrian embassy is located in your country.

3. **Nominating qualified students!**
   We promote the exchange program with highly qualified students from all over the world. Subsequently, our employers have high expectations of IAESTE trainees. Due to difficulties in the past years we are asking you to only select students according to reasonable criteria based on their study success (academic credits and grades).
   Being an IAESTE member or providing monetary assets does not qualify a student!

4. **Matching nominations to offer!**
   Unfortunately, a lot of applicants do not present themselves in a way attractive to our employers. In particular, the cover letter should be directed specifically to the company and should contain details about the prospective work.
   Please check if the applications of your students (CV and cover letter) correspond with the Austrian Application Guidelines attached.

5. **Returning offers you do not have a student for!**
   In case you do not find a student after 2-3 weeks, please return the offer!! Otherwise the offer will be lost completely!!
   We expect a lot of COBE offers coming up in February/March and we will do our best to fulfill the bilateral exchange statistics. By returning the offer and nominating your students for more suitable COBE offers, their chances for acceptance might increase. This is the only way we can maintain successful exchange and keep IAESTE alive.

In return we will do our best to enable great experiences and qualitative work for your students!
We wish your students best of luck and are looking forward to meeting them,

Manuel Hofinger
National Secretary
Austrian Application Guidelines

1. Visa and work permit regulations of IAESTE Austria

a. If you are a citizen of the EEA (EU + Switzerland, Liechtenstein, Iceland, Norway):
   You are exempt from labor restrictions for foreign citizens. You do not need a work permit.

b. If you are NOT a citizen of the EEA:
   You need a residence permit or a visa with an additional notation for the ability to work. This visa can generally only be requested at an Austrian embassy. It is not a tourist visa.

   IT IS NOT POSSIBLE TO GET THE REQUIRED VISA IN AN EMBASSY OF ANY OTHER COUNTRY EXCEPT AUSTRIA! WORKING ON A TOURIST VISA IS ILLEGAL AND LEADS TO TROUBLE FOR YOU, YOUR EMPLOYER AND IAESTE!

   Check [www.bmeia.gv.at/en](http://www.bmeia.gv.at/en) for a list of Austrian embassies and consulates.

   The visa application process can take up to 3 months or more – the earlier you send us your nominations, the better!

   For long term internship it is mostly possible to apply directly in Austria. Please consider in this case you need an authorized translation of your birth certificate and all other nomination documents.

2. Questions and problems

- **Do NOT contact your employer before your acceptance! Contact IAESTE!**
  In case of questions or problems, contact IAESTE Austria (office@iaeste.at) or the IAESTE organization in your country directly and you will get all necessary information.

  Your potential employer cannot and will not help you in case of visa issues!
3. Required nomination documents for Austrian internships

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All documents should be sent in .PDF format!
4. Quality of CV and cover letters

a. **Curriculum Vitae (CV)**
   A successful CV is structured, ordered reverse chronologically (most recent entry first) and concise (max. 2 pages)! It should include:

   1. Personal information (name, nationality, date of birth, contact details, photograph)
   2. Education (university, study field, study level)
   3. Professional experience (previous work, internships)
   4. Special skills (e.g. programming languages, language skills)
   5. References

   **Check spelling and grammar! Mistakes may result in the nominee not getting the internship!**

b. **Letter of Motivation**
   A successful letter of motivation must be tailored to the job you are applying for and:

   1. Is short and to the point (max. 1 page)
   2. Is used to introduce yourself to the employer
   3. Relates your work/university experience to the job description
   4. Tells the employer why they should hire you as their next intern

   **Just as with the CV, check your spelling (especially names) and grammar!**