Internship in Salzburg, Austria

The Salzburg Stiftung of the American Austrian Foundation (AAF) is pleased to offer a three-month internship to recent college graduates (ideally German majors) at Schloss Arenberg, Salzburg, Austria.

Interns will provide administrative support to the Seminar Coordinator of the Academic Office of the Salzburg Medical Seminars of the Open Medical Institute (OMI), a postgraduate medical educational program for physicians from countries in transition (fellows), taught by physicians (faculty) from the United States and Europe. Interns will assist with the pre and post organization of the seminars as well as with the seminar currently in session. All seminars are captured electronically and published on CD. Interns may be asked to lend a hand in the multimedia lab where the CD's are produced. Interns will also be involved in ongoing projects, which may include analyzing seminar evaluations and other data for reports. Interns should be “fluent” in Microsoft Word, Excel and Power point. Good audiovisual skills are also a plus. Interns should also be proficient in German.

Each seminar is comprised of up to nine U.S. and Austrian faculty members who give morning lectures and afternoon workshops throughout the week. The faculty members are typically some of the best minds in their particular medical specialty, come from leading academic centers and serve pro bono. Fellows number between 30 and 40 and come from a wide range of countries of Central and Eastern Europe, Central Asia, but also Mexico, Africa and the Middle East and are on a full scholarship.

The seminars cover all areas of clinical medicine and public health. Interns should view the seminars as an opportunity to meet some amazing people from all over the globe and are encouraged to socialize with the fellows and faculty as much as possible during the week. The more people you get to know while you are here, the more worthwhile this experience will be. In between making photocopies and sending emails you may have lunch with the Chairman of the Department of Surgery at NewYork Presbyterian Hospital or share a coke with a medical doctor from Tanzania.

The duties mentioned above are not necessarily a complete list of the tasks you may perform. The structure of intern work is always subject to change. Please feel free to make suggestions to the Seminar Coordinator. This will be a great help for the interns following you at the Salzburg Medical Seminars International.

What we offer

We will cover up to $1500 for a round-trip economy class ticket to and from Salzburg. Please contact Kazue Thomas (212) 856-1075 (k.thomas@americanaustrianfoundation.org) in our New York office and send her your itinerary. Once reviewed, she will reimburse you.

We provide room and board, a stipend of Euro 400 per month.

We provide health insurance while you are in Salzburg, but advise you to keep any insurance coverage you may have through parents or school in the event of a serious accident.

During your three-month stay you will be allowed to have two guests for two nights free of charge (however this is dependent on availability). If you want to have guests longer than that, there will be a small charge. You will have five extra days off during the time you are with us in Salzburg, but these can be taken when there is NO seminar in session.
What we expect

**Computer Proficiency**

**German Proficiency**

You will be expected to work for us for three months. It is not legally possible to work longer; however, you can travel to other parts of Europe before or after if desired, but if you arrive earlier or stay longer than your internship dates, you will be required to buy a specific Austrian travel insurance (this is very cheap and can be easily done by going to [www.quotewright.com](http://www.quotewright.com)) in order to receive your visa.

Interns can expect a 9:00 a.m. to 5:00 p.m. workday except during seminars. During seminars interns are expected to be in the office at 8:00 a.m. Your workweek will vary depending upon whether or not a seminar is in session. During non-seminar weeks you will not have to work more than 40 hours a week and you will have most weekends free. During seminar weeks you may work more hours as you may be required to attend some social events (faculty dinners, final graduation dinner).

We reserve the right to send interns home if we feel that there are problems in the workplace that cannot be solved.

Here is what you will need to do next

Complete the application form and submit it to:

Stephanie Faschang  
Salzburg Stiftung of the American Austrian Foundation  
Arenbergstrasse 10, 5020 Salzburg  
Email: [internship@openmedicalinstitute.org](mailto:internship@openmedicalinstitute.org)

Once accepted:

Apply for a D or C visa at the closest Austrian Consulate in the US. Please apply at least 4 weeks prior to departure. You will need to appear in person and provide the following documents to the Consulate:

- Valid US passport (valid at least three months beyond the visa period)
- Visa application form + 2 photos
- Letter of employment (from AAF)
- Proof of insurance and health coverage/room and board while in Salzburg (from AAF)
- Approval of voluntary work from the Austrian Employment Bureau (from AAF)
- Flight reservation (travel dates)
- Prepaid return envelope (so the Consulate can send back the passport unless you pick it up)

Submit a copy of the cover and inside pages of your passport to AAF for our personnel files