

ONE POSITION AVAILABLE FOR INTERNSHIP/ERASMUS+ TRAINEESHIP AT THE ADMISSIONS OFFICE OF UNIVERSITY OF STAVANGER, NORWAY

Department	International Admissions Office at the University of Stavanger (UiS)
Position title	Student Internship/Erasmus+ Traineeship
Duration	Preferably 1- year duration or a minimum of 1 semester
Location	Arne Rettedals hus, Kjell Arholms gate 41, 4021 Stavanger, Norway
Starting date	August 2021
Working hours	9:00-15:00, 30h/week
Accommodation	UiS covers university accommodation cost up to 5000 NOK/month (average cost of student accommodation: 4500 NOK)
Payment	No salary; the student is expected to have an Erasmus+ scholarship or other financial support. UiS contributes with coverage of accommodation costs (see above).
Main responsibilities and tasks	- Supporting the International Admissions team - Working with different social media channels - Maintaining of Excel sheets, registration of data to student information software - Regular updating of webpages - Contribution to marketing/recruitment and promotion activities - Other tasks can eventually be added, depending on the performance of the intern
Person profile	Student enrolled at a Bachelor's or Master's level or a recent graduate who can receive Erasmus+ scholarship or other financial support Strong English skills (spoken and written), knowledge of other languages is a strong advantage Strong communication skills and intercultural awareness
Application procedure	- Send your CV together with a cover letter describing why would you like to do an internship at the UiS. - Supply the names and contact details of 2 references (teachers, employers etc.) who can be contacted by the International Admissions Office of UiS. - Skype interview is required. - Applications should be sent by e-mail to admissions@uis.no within Friday 11th of June. - In case of any further questions, please do not hesitate to get in touch with us: admissions@uis.no - Potential applicants will be contacted by the 3rd week of June 2021. Important: *Only applicants <u>who do not need to apply for residence permit</u> will be considered for this position.