

**TWO POSITIONS AVAILABLE FOR *STUDENT INTERNSHIP / ERASMUS STUDENT WORK PLACEMENT* AT THE INTERNATIONAL OFFICE AT THE UNIVERSITY OF STAVANGER, NORWAY**

<b>Department</b>	<b>International Office at the UiS</b>
<b>Position title</b>	Student Intern / Erasmus Student Work Placement
<b>Duration</b>	Preferably 12 months
<b>Location</b>	<a href="#">Kitty Kjellands hus</a> , Rennebergstien 30, 4021 Stavanger, Norway
<b>Starting date</b>	1 July, 2014
<b>Working hours</b>	9:00 – 15:00 (30 min. lunch break), longer working hours in special cases
<b>Accommodation</b>	Partial coverage of accommodation costs up to 2500 NOK (average cost of student accommodation: 4500 NOK)
<b>Payment</b>	<ul style="list-style-type: none"> <li>- No salary; the student is expected to have an Erasmus Scholarship or other financial support from his/her home university</li> <li>- UiS contributes with partial coverage of accommodation costs (see above)</li> <li>- UiS covers a fee for an afternoon Norwegian course (12 weeks x 4 hours every semester)</li> </ul>
<b>Short description of the UiS</b>	<p>The University of Stavanger (UiS) is a university located in Stavanger, Norway and established in 2005. It has about 9 000 students and 1200 administration, faculty and service staff. It is organized in four faculties (Faculty of Arts and Education, Faculty of Social Sciences, Faculty of Science and Technology and the Museum of Archaeology).</p> <p>The University of Stavanger became a member of the European Consortium of Innovative Universities (ECIU) in October 2012.</p> <p>More information: <a href="http://www.uis.no">www.uis.no</a></p>
<b>Short description of the International Office at the UiS</b>	<p><u><a href="#">The International Office consists of three teams:</a></u></p> <p>Team 1 Faculty services / Academic support group          Team 2 Outgoing student mobility staff          Team 3 Incoming student mobility and student recruitment staff</p> <p>The International Office currently has 15 employees including Head of International Office (2 interns, 3 employees in team 1, 3 employees in team 2 and 6 employees in team 3). The Erasmus internship will be mainly connected to Team 3.</p>
<b>Main responsibilities and tasks</b>	<ul style="list-style-type: none"> <li>- Supporting teams for incoming and outgoing students at the International Office</li> <li>- General administrative and office duties</li> <li>- First point of contact at the International Student Information Desk</li> </ul>

	<ul style="list-style-type: none"> <li>- Preparation of Orientation Week</li> <li>- Working with Facebook groups</li> <li>- Maintenance of student lists in Excel, registration of data in FS (student database in Norway), etc.</li> <li>- Regular updating of webpages</li> <li>- Contribution to marketing/promotion activities; public relation tasks</li> <li>- Organisation of a file archive and a storage room</li> </ul>
<b>Person profile</b>	<ul style="list-style-type: none"> <li>- Preferably student enrolled at a bachelor's or master's level</li> <li>- Good English skills (fluent spoken and written) / wish to learn Norwegian will be an advantage</li> <li>- Good Microsoft office and PC skills</li> <li>- Strong communication skills and intercultural awareness</li> <li>- Knowledge about EU-funded mobility and international studies might be desirable</li> </ul>
<b>Application procedure</b>	<ul style="list-style-type: none"> <li>- Send your CV together with a cover letter describing why you would like to take an internship at the UiS</li> <li>- Supply the names and contact details of 2 referees (teachers, employers, etc.) who can be contacted by International Office at the UiS</li> <li>- Skype interview is required</li> <li>- <b>Applications should be sent by e-mail to <a href="mailto:admissions@uis.no">admissions@uis.no</a> by 31 March, 2014</b></li> <li>- In case of any further questions, please do not hesitate to get in touch and send your enquiries to <a href="mailto:admissions@uis.no">admissions@uis.no</a>; attn.: Magdalena Brekke</li> </ul>