



URGENT!

**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	Between 6 and 12 months, preferably 1-year duration
Location	Arne Rettedals hus, Kjell Arholms gate 41, 4021 Stavanger, Norway
Starting date	September 2020
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). UiS covers a fee for a Norwegian language course (12 weeks x 4 hours every semester).
Main responsibilities and tasks	<ul style="list-style-type: none">- 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	<ul style="list-style-type: none">- 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 by 24th of July 2020.- In case of any further questions, please do not hesitate to get in touch with us: admissions@uis.no Our current intern Nora is happy to answer your questions.- Potential applicants will be contacted by the first week of August 2020.