

**ONE POSITION AVAILABLE FOR *ERASMUS+ INTERNSHIP /  
WORK PLACEMENT AT THE INTERNATIONAL OFFICE*  
UNIVERSITY OF STAVANGER, NORWAY**

<b>Department</b>	<b>International Office at the UiS</b>
<b>Position title</b>	Student Internship / Erasmus+ Student Work Placement
<b>Duration</b>	Preferably 12 months (from July 2016 – June 2017)
<b>Location</b>	<a href="#">Kitty Kjellands hus</a> , Rennebergstien 30, 4021 Stavanger, Norway
<b>Starting date</b>	July, 2016
<b>Working hours</b>	9:00 – 15:00 (30 min. lunch break between 11:30-12:00), longer working hours in special cases
<b>Accommodation</b>	UiS covers university accommodation cost up to 5000 NOK/month (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 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 located in Stavanger, Norway. It was established in 2005 and has about 11 000 students and 1300 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><b><u>The International Office consists of two teams:</u></b></p> <p>Team 1 Faculty services / Academic support group</p> <p>Team 2 Student Mobility Team</p> <p>The International Office currently has 14 employees including Head of International Office (2 intern students, 3 employees in team 1, and 9 employees in team 2). The Erasmus internship will be connected to Student Mobility Team.</p>
<b>Main responsibilities and tasks</b>	<ul style="list-style-type: none"> <li>- Supporting mobility team (incoming and outgoing students)</li> <li>- General administrative and office duties</li> <li>- First point of contact at the International Student Information Desk</li> <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), correspondence via e-mail, etc.</li> <li>- Regular updating of webpages</li> <li>- Contribution to marketing/promotion activities; public relation tasks</li> </ul>

<b>Person profile</b>	<ul style="list-style-type: none"> <li>- Organisation of a file archive and a storage room</li> <li>- Student enrolled at a bachelor's or master's level or a recent graduate who received Erasmus+ scholarship</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 (Erasmus+) 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 1<sup>st</sup> of April, 2016</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>

Read [our current intern's testimonial here](#).