

Urgent:

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

Department	International Admissions Office at the University of Stavanger (UiS)
Position title	Student Internship / Erasmus+ Student Work Placement
Duration	Between 6 and 12 months
Location	Kitty Kjellands hus, Rennebergstien 30, 4021 Stavanger, Norway
Starting date	August, 2019
Working hours	9:00 – 15:00 (30 min. lunch break between 11:30-12:00)
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 from his/her home university.
	UiS contributes with coverage of accommodation costs (see above).
	UiS covers a fee for an afternoon Norwegian course (12 weeks x 4 hours every semester).
Short description of the UiS	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). The University of Stavanger became a member of the European Consortium of Innovative Universities (ECIU) in October 2012.
Main responsibilities and tasks	Supporting the international Admissions team.
	Working with Facebook groups.
	Maintenance of student lists in Excel, registration of data in FS (student database in Norway), correspondence via e-mail, etc.
	Regular updating of webpages.
	Contribution to marketing/ recruitment and promotion activities.
	Other tasks can eventually be added depending on the performance of the applicant.
Person profile	Student enrolled at Bachelor's or Master's level or a recent graduate who can receive Erasmus+ scholarship
	Strong English skills (spoken and written), additional knowledge of other languages will be an advantage.
	Strong communication skills and intercultural awareness.
Application procedure	Send your CV together with a cover letter describing why you would like to take an internship at the UiS.
	Supply the names and contact details of 2 references (teachers, employers etc.) who can be contacted by the Admissions Office at the UiS.
	Skype interview is required.
	Applications should be sent by e-mail to admissions@uis.no by 5th of July 2019.
	In case of any further questions, please do not hesitate to get in touch and send your enquiries to admissions@uis.no ; attn: Sara Shiromizu or Elias Conde.