

## 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	<ul style="list-style-type: none"> <li>- Supporting the International Admissions team</li> <li>- Working with different social media channels</li> <li>- Maintaining of Excel sheets, registration of data to student information software</li> <li>- Regular updating of webpages</li> <li>- Contribution to marketing/recruitment and promotion activities</li> <li>- Other tasks can eventually be added, depending on the performance of the intern</li> </ul>
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"> <li>- Send your <b>CV</b> together with a <b>cover letter</b> describing why would you like to do an internship at the UiS.</li> <li>- Supply the names and contact details of 2 references (teachers, employers etc.) who can be contacted by the International Admissions Office of 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> within Friday 11<sup>th</sup> of June.</b></li> <li>- In case of any further questions, please do not hesitate to get in touch with us: <a href="mailto:admissions@uis.no">admissions@uis.no</a></li> <li>- Potential applicants will be contacted by the 3<sup>rd</sup> week of June 2021.</li> </ul> <p><b>Important:</b> <b>*Only applicants <u>who do not need to apply for residence permit</u> will be considered for this position.</b></p>