

**Urgent:**

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

<b>Department</b>	International Admissions Office at the University of Stavanger (UiS)
<b>Position title</b>	Student Internship / Erasmus+ Student Work Placement
<b>Duration</b>	Between 6 and 12 months
<b>Location</b>	Kitty Kjellands hus, Rennebergstien 30, 4021 Stavanger, Norway
<b>Starting date</b>	August, 2019
<b>Working hours</b>	9:00 – 15:00 (30 min. lunch break between 11:30-12:00)
<b>Accommodation</b>	UiS covers university accommodation cost up to 5000 NOK/month (average cost of student accommodation: 4500 NOK).
<b>Payment</b>	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).
<b>Short description of the UiS</b>	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.
<b>Main responsibilities and tasks</b>	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.
<b>Person profile</b>	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.
<b>Application procedure</b>	Send your <b>CV</b> together with a <b>cover letter</b> describing why you would like to take an internship at the UiS.
	Supply the names and contact details of <b>2 references</b> (teachers, employers etc.) who can be contacted by the Admissions Office at the UiS.
	Skype interview is required.
	<b>Applications should be sent by e-mail to <a href="mailto:admissions@uis.no">admissions@uis.no</a> by 5th of July 2019.</b>
	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: Sara Shiromizu or Elias Conde.