

Internship offer

Company Information	
Name of the hosting organization (*)	International Centre UiB
Company Description	International Centre UiB is a competence centre for staff and students. Visiting address: Parkveien 1. Opening hours are 11 am - 2 pm Monday-Friday.
Company email address	international@uib.no
Company full address – Country (*)	Visiting address: Parkveien 1. Opening hours are 11 am - 2 pm Monday-Friday. Bergen (Norway)
Company website (*)	https://www.uib.no/en
Contact Person - Name and mail	
Number of employees (*)	Medium-sized enterprises (50 to 249 employees).
Your organization is a Start Up? (*)	No
Role Information	
Title of the offer (*)	The International Centre at the University of Bergen is recruiting interns for traineeships during the academic year 2021/22. The International Centre consists of about 15 employees from the Division of Student and Academic Affairs and the Division of Human Resources involved in international relations. The International Centre has a broad international competence regarding mobility and exchange issues, international networks and strategic partnerships, as well as information for incoming and outgoing students, as well as staff.
Industry (*)	University
Functional Area (*)	International Centre
Location (*)	Bergen, Norway
Main duties (*)	Administrative work with the Erasmus+ programme

	Contribution regarding the organization of International weeks, the Welcome week for international students, visits etc. General administrative tasks
What the intern will learn (*)	regarding mobility and exchange issues, international networks and strategic partnerships, as well as information for incoming and outgoing students, as well as staff.
Further information	
Offer details	
Duration (*)	Start of internships: preferably August 2021 and January 2022 The length of the internship is 5 to 6 months
Working hours (*)	Interns are required to work between 30 and 37,5 hours per week
Start Date (*)	preferably August 2021 and January 2022
Apply by (*)	until 1st of January 2021
Training bursary (*)	The internships are unpaid. However, the International Centre will cover housing expenses up to 4000 NOK
Location	Visiting address: Parkveien 1.
Candidate profile	
Candidate Category (*)	Interns must be university students
Level of Education (*): (BA/MA/PhD/Other)	Bachelor/Master/PHD/Other
Field of Education (*)	Administration
Willing to host person with disabilities (*)	No
Language Skills (*)	Eligible candidates must have excellent English language skills (spoken and written, at least CEFR Level C1).

	Knowledge of Norwegian or Scandinavian languages is an advantage
Digital Skills	
Other skills requested	A minimum of two years of university studies must be completed International experience is an advantage
How to apply	
Information for Application (*)	Applicants must send a letter of motivation and a full CV (both in English) to the International Centre (international@uib.no) until 1st of January 2021

(*) Mandatory Fields

(*) **Mandatory fields In Arqus colour:** Fields that go visible on the website. The URLs in brown don't go visible.