



# Traineeship offer at the University of Bergen International Centre

University of Bergen (UiB) is a public higher education institution and research university founded in 1946, being one of eight universities in Norway. The university has about 18 500 students and 4 000 employees, with the main campus being located in the centre of Bergen. UiB has seven faculties: Faculty of Humanities, Social Sciences, Law, Psychology, Medicine, Mathematics and Natural Sciences and Fine Art, Music and Design.

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.

## Eligibility and requirements

- Interns must be university students and the home institution must recognize the traineeship. The intern must get the Erasmus+ grant for traineeships for the full work period
- A minimum of two years of university studies must be completed
- International experience is an advantage
- 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

## Duties

- Front desk service for students and staff
- Administrative work with the Erasmus+ programme
- Contribution regarding the organization of International weeks, the Welcome week for international students, visits etc.
- General administrative tasks

## Terms and conditions

- Start of internships: preferably **August 2021** and **January 2021**
- The length of the internship is **5 to 6 months**
- The internships are unpaid. However, the International Centre will cover housing expenses up to 4000 NOK
- Interns are required to have health insurance and are responsible for arranging their own visa, if needed
- Interns are required to work between 30 and 37,5 hours per week

## How to apply

Applicants must send a letter of motivation and a full CV (both in English) to the International Centre ([international@uib.no](mailto:international@uib.no)) until **1<sup>st</sup> of January 2021**.