

Internship at the Global Lounge, International Office, University of Agder, Norway

The **University of Agder (UiA)** is looking for two interns / Erasmus+ trainees. The interns would start in early August 2022. The interns would stay with us until either December 2022 or late August/early September 2023.

Who are we?

The University of Agder (UiA) is a young and dynamic university, recognised for its modern teaching and research facilities and innovative use of technology and communication media. UiA has approximately 13 000 students in two campuses in the very south of Norway. The Intern will be based in the main campus in the city of [Kristiansand](#) but will also work at our campus in [Grimstad](#), and will work closely with the staff from the International Education Office and other departments (the Communication Department, the Human Resources Department...).

The main work-place will be our [Global Lounge](#), an event hub and social arena designated to welcome and support International and Norwegian students, guests and staff.



Tasks and responsibilities:

- First point of contact for the International Education Office, based at the Global Lounge
- Supporting mobility team (incoming and outgoing exchange students and degree-seeking students) via administrative tasks (emails, in-person enquiries, etc.)
- Help with marketing / promotion, social media content creation (our main platform is Facebook, alongside Instagram) and public relations to engage with our partner institutions, current international students, prospective students, alumni, etc.
- Taking visitors (partner institutions, prospective students, country representatives) on campus tours
- Coordinate language cafés, social events at the Global Lounge for students, staff and guests
- Help establish 'Social Erasmus' + Work alongside the Erasmus Student Network of Agder

Requirements

- Student enrolled at a bachelor's or master's level or a recent graduate
- EU / EEA national (due to visa restrictions)
- Fluent English spoken and written (C1 level)

Desired qualifications:

- Computer skills (Microsoft Office package, mailing services, Canva)
- Strong communication and customer service skills
- Avid social media user
- Marketing and administrative experience
- Flexible and able to work independently, as well as being able to work alongside other interns and staff

We invite and encourage you to apply even if you are missing some qualifications.

Duration:

Must be able to start at the beginning of August 2022 and stay for the required time (no short-term positions available)

Payment:

The internship is financed through the Erasmus+ program. The exact amount of your grant depends on your home country and home institution. Please check with your home office if you will be eligible for a grant before you apply.

What can we offer you?

- Varied work experience and the opportunity to bring in own ideas and create new activities
- Free single-room accommodation in student housing
- Free Norwegian Language course
- The opportunity to join international students for trips and events

To apply:

- Send your CV together with a one-page cover letter describing why you are interested in the internship and how you believe you can contribute to the team
- Supply the names and contact details of two referees (teachers, former employers, etc.) who can be contacted by us
- A Zoom interview will be required if short-listed
- Applications should be sent by e-mail to alisha.j.williams@uia.no by the 24th of April
- Send e-mail to current interns at int-office@uia.no if you have questions about the positions.