



# 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 and one of eight universities in Norway. The university has about 15 000 students and 3 600 employees, and the main campus is 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.

We are recruiting two or three interns for traineeships during the academic year 2019/20. The interns will be located at the [International Centre at the University of Bergen](#). The International Centre consists of about 20 employees from the Division of Student Affairs, the Division of Research Administration and the Division of Human Resources involved with international relations. The International Centre has a broad international competence for mobility and exchange issues, international networks and strategic partnerships, as well as information to both incoming and outgoing students and staff.

### Eligibility and requirements

- Interns must be university students and the home institution must recognize the traineeship and give them the Erasmus+ grant for traineeships for the full work period
- Completed minimum two years of university studies
- 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
- Contribute to organise International weeks, Welcome week for international students, visits etc.
- General administrative tasks

### Terms and conditions

- Start of internships: November 2019 and February/March 2020
- The length of the internship will be for 3 or preferably 4 months
- Internships are unpaid, but 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)) before 15th of September 2019

