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

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<tr>
<th><strong>Department</strong></th>
<th>International Admissions Office at the University of Stavanger (UiS)</th>
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<tr>
<td><strong>Position title</strong></td>
<td>Student Internship/Erasmus+ Traineeship</td>
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<td><strong>Duration</strong></td>
<td>Preferably 1- year duration or a minimum of 1 semester</td>
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<td><strong>Location</strong></td>
<td>Arne Rettedals hus, Kjell Arholms gate 41, 4021 Stavanger, Norway</td>
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<td><strong>Starting date</strong></td>
<td>August 2021</td>
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<td><strong>Working hours</strong></td>
<td>9:00-15:00, 30h/week</td>
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<td><strong>Accommodation</strong></td>
<td>UiS covers university accommodation cost up to 5000 NOK/month (average cost of student accommodation: 4500 NOK)</td>
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<td><strong>Payment</strong></td>
<td>No salary; the student is expected to have an Erasmus+ scholarship or other financial support. UiS contributes with coverage of accommodation costs (see above).</td>
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| **Main responsibilities and tasks** | - Supporting the International Admissions team  
- Working with different social media channels  
- Maintaining of Excel sheets, registration of data to student information software  
- Regular updating of webpages  
- Contribution to marketing/recruitment and promotion activities  
- Other tasks can eventually be added, depending on the performance of the intern |
| **Person profile** | Student enrolled at a Bachelor’s or Master’s level or a recent graduate who can receive Erasmus+ scholarship or other financial support  
Strong English skills (spoken and written), knowledge of other languages is a strong advantage  
Strong communication skills and intercultural awareness |
| **Application procedure** | - Send your CV together with a cover letter describing why you would like to do an internship at the UiS.  
- Supply the names and contact details of 2 references (teachers, employers etc.) who can be contacted by the International Admissions Office of UiS.  
- Skype interview is required.  
- Applications should be sent by e-mail to admissions@uis.no within Friday 11th of June.  
- In case of any further questions, please do not hesitate to get in touch with us: admissions@uis.no  
- Potential applicants will be contacted by the 3rd week of June 2021.  
**Important:**  
*Only applicants who do not need to apply for residence permit will be considered for this position.* |