



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 17 000 students and 3 600 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 2020/21. The International Centre consists of about 20 employees working with international relations, from the Division of Student and Academic Affairs, the Division of Research and Innovation as well as the Division of Human Resources. 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
- Previous international experience
- 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 exchange students and the Erasmus+ programme
- Contribution regarding the organization of International weeks, Welcome week for international students, partner visits etc.
- General administrative tasks

Terms and conditions

- Start of internships: **1 August 2020** and **1 December 2020**
- The length of the internship is preferably **4-5 months**
- The internships are unpaid. However, the International Centre will offer university housing and 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) until **1st of March 2020**.