

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

Call for INTERNSHIP

At the Global Lounge,
Univeristy of Agder



The University of Agder (UiA) is looking for **two interns / Erasmus+ trainees**. The interns start the internship in **August 2024** and stay for one semester or a full year, until June 2025.

Application deadline is the **1st of April**. All shortlisted applicants will be contacted within a week after the deadline.

Who are we?

The University of Agder (UiA) is a young and dynamic university, recognized 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 on 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 Office and other departments.

The main workplace will be our Global Lounge, an event hub and social area designated to welcome and support International and Norwegian students, guests and staff.

Tasks and responsibilities:

- First point of contact for the International 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 (Instagram, Facebook) 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 social events at the Global Lounge for students, staff and guests
- Support the further establishment of “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 eligible for the Erasmus+ Traineeship grant
- 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 intern(s) and staff
- Initiative and creative thinking

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

Duration:

Must be able to start at the beginning of August 2024 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 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

int-office@uia.no

by the 1st of April!

Send e-mail to the contact person, Margrethe Aurora Seljenes or the current interns at int-office@uia.no if you have questions about the position.