Universität Bielefeld | Postfach 10 01 31 | 33501 Bielefeld

To whom it may concern

STUDENT (ERASMUS) TRAINEESHIP
N. OF MONTHS: 3

Name of the University: Universität Bielefeld
Department/Unit/Office: International Office/Welcome Centre
Address: Universitätstraße 25, 33615 Bielefeld
Website: www.uni-bielefeld.de/welcome
Country: Germany

Traineeship - Brief description of the Work Programme:

-Introduction to the non-academic (employer) services for international researchers
-Introduction to the back office organization and
-the database moveon4
-Introduction to the evaluation of survey results
-Introduction to statistics and reports
-Contribution in organization of get-togethers and workshops for international researchers
-Contribution in organization of Welcome Centre-projects
-Support of newly arrived international researchers
-Attendance to daily and weekly team meetings
-Create and maintain wiki for our team handbook (ALWIN)
-Project-oriented work possible in:
  - back office
  - statistics
  - reporting
  - text writing and translation (print information material, homepage, social media)
Skills requested:
- social competence and team ability

Further desirable skills (not necessary, but an asset):
- intercultural competence
- ability for empathy, assertiveness
- good organizational skills
- further language at intermediate or higher level
- working experience in full-time positions
- working/studying experience abroad

Working language (requested): German, English → NOTICE: don’t apply, if you don’t fulfil this obligatory requirement
Basic [] Intermediate [x] Advanced []

Number of placements available for this work programme: 2
(Please, repeat the procedure if there are additional placements with other work programmes)

OPTIONAL CONTRIBUTIONS BY THE HOSTING ORGANISATION

Accommodation: Help to find student accommodation provided
Canteen: Student prices provided
Pocket money or small salary: -, Erasmus Placement or funding through Zoran Djindjic Internship Programme of the German Business for the Western Balkans recommended
Other:
- German Classes twice a week at the University Language Centre
- Access to Mentoring Programme for Erasmus Students, if mentor available
- Access to general Services and Benefits for Erasmus Students, like possible participation to leisure time programme (excursions, etc.)
- Matriculation as exchange student possible (benefit for tram/subway tickets, canteen and accommodation prices etc.)

Contact Details of the Responsible (for Traineeship)

Name: Eleni
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Phone nr.: 0049 521 106 4880

Place and Date

Bielefeld, 28.10.16