Universität Bielefeld
International Office/Welcome Centre
Universitätsstraße 25, 33615 Bielefeld
www.uni-bielefeld.de/welcome

Brief description of possible duties:
- 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 (incl. mentoring) 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
  - 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: German, English (minimum of intermediate skills required in both languages)

Number of placements available for this work programme: 2

Contact Details of the Responsible (for Internship)
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