

STUDENT INTERNSHIP

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
- 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)

Name: Eleni
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Send your CV and motivation letter via e-mail in a single PDF!

