

Internship Opportunity with the International Office at Hochschule Bielefeld – University of Applied Sciences and Arts (HSBI), Germany

Open to:	Students from the University of Alberta, MacEwan University, Northern Alberta Institute of Technology, Concordia University of Edmonton
Application Closing Date:	December 8, 2023
Duration/starting date::	6-12 weeks from May or June 2024
Location:	Bielefeld, Germany

HSBI works closely with industrial communities and businesses as well as social and cultural institutes in the region, with regards both to teaching and applied research. Its more than 10,000 students are enrolled in over 60 degree courses across three campuses in Bielefeld, Gütersloh and Minden. There are six faculties: Design and Art, Minden Campus (Architecture, Engineering, Computer Sciences), Engineering and Mathematics, Social Sciences, Business, and Health. HSBI has over 150 partnerships worldwide and is constantly expanding its international collaborations.

The International Office is the “international hub” of HSBI. Our responsibilities include supporting international students and providing advice and support to students, teaching staff and other employees when it comes to undertaking the adventure of staying abroad. In addition to coordinating and running international programmes, we also attract third-party funding and promote the process of internationalisation at the university with innovative ideas and concepts. Our work focuses on encouraging international mobility for all members of the university, but above all, students. Additional services such as a central translation service, a Language Center and a Welcome Center for international researchers at HSBI round off the service offer. All of the International Office’s activities serve to implement the International Strategy. It aims to foster a global perspective in all areas of the university, strengthen international activities and make HSBI an important player in the international educational landscape.

The International Office is seeking a highly motivated student with a strong interest in international academic exchange. As an intern, you will be working closely with the International Office Team and will be involved with a variety of research, administrative and creative tasks, such as:

- Helping with organizing and coordinating the International Week taking place in May 2024 (depending on start date)
- Assisting with organizing and coordinating inbound and outbound international visits
- Administrative support in study abroad mobility programmes
- Organizing and participating in social events with international exchange students
- Co-writing and proofreading information material in English
- Helping with organizing and promoting information sessions for outgoing study abroad mobility, including presentation about your home university
- Internet research related to international higher education/academic exchange topics (Please note that tasks may vary depending on the starting date, current projects as well as candidate’s skills and abilities.)

Requirements:

- The candidate must be enrolled at one of the following post-secondary institutions in Edmonton (Canada): University of Alberta, MacEwan University, Northern Alberta Institute of Technology, Concordia University of Edmonton
- The candidate must have completed at least two years of undergraduate study
- Good communication and interpersonal skills
- German language skills are of advantage, but not required
- Interest in international education and academic relations
- Ability to work independently as well as in a team
- Desirable: Experience in project management, organization skills and international communication skills
- Ability to generate new ideas, be creative and flexible with a proactive attitude

We offer:

- A supportive work environment
- The opportunity to get know the German higher education system, gain knowledge in international academic exchange and relations as well as the administration and management of an International Office at a Germany university
- Funding: Scholarship of €450 per month plus payment of semester contribution (€326,27) including public transport ticket valid within the state of North Rhine-Westphalia
- Assistance with finding accommodation

Application:

Please submit the following documents in a single PDF file:

- Letter of motivation (max. 1 page, please state the desired duration and whether the internship is compulsory or voluntary)
- CV in tabular form
- A copy of your transcript (attended courses and grades)

Please submit your application in English. No German translation of documents necessary.

For further questions, please contact Vanessa Schaut at vanessa.schaut@hsbi.de.

To submit the application, please contact the International Office of your institution. Please find the right contact person at <https://www.uni-bielefeld.de/internship-in-owl>.

Further information:

Bielefeld University of Applied Sciences: <https://www.hsbi.de/en>

International Office: <https://www.hsbi.de/en/international-office>

Alberta OWL Cooperation: <https://www.uni-bielefeld.de/international/profil/netzwerk/alberta-owl/>