

Universität Bielefeld | Postfach 10 01 31 | 33501 Bielefeld

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Head of Department**

To whom it may concern

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Ref.: EraAus2306012

STUDENT (ERASMUS) TRAINEESHIP

N. OF MONTHS: 3

Name of the University: Universität Bielefeld
Department/Unit/Office: International Office/Welcome Centre
Address: Universitätsstraße 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 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)

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Place and Date

Bielefeld, 28.10.16