To whom it may concern

STUDENT (ERASMUS) TRAINEESHIP
For up to 3 months

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 [x] Advanced []**

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

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**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.)

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**Contact Details of the Responsible (for Traineeship)**

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Surname: Monika  
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