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 in the Welcome Centre (for Internship)
Name: Monika
Surname: Bokermann
E-mail: welcome@uni-bielefeld.de

Send your CV and motivation letter via the application Portal: www.uni-bielefeld.de/praktikum