

Internship at the International Office, Aarhus University, Denmark

The International Office at **Aarhus University (AU)** is seeking an Erasmus+ intern for one semester to assist on various tasks and projects related to international student mobility.

Specific responsibilities include:

- Welcoming new international students in January/February
- Advising international students, manning the help desk for international students
- General administrative support: entering and checking data, collecting documents
- Editing websites, writing news letters
- Planning and running events on campus

The qualified candidate is:

- Pursuing a bachelor or master degree, or a recent graduate
- A fluent English speaker (spoken and written English)
- In possession of strong communication and customer service skills
- Experienced user of social media
- Confident with IT systems and proficient in Microsoft Office
- Detail-oriented, flexible and able to work independently
- Due to immigration regulations, the intern is required to be a European Citizen or have a permanent right to stay in a EU / EAA country

Duration: 1 semester (mid/late January – May/June 2020)

Terms and conditions

- The weekly number of work hours is 37 including a 30 minutes' lunch break per day
- The internship is unpaid. We expect the intern to apply for an Erasmus+ grant at the home institution.
- The intern will be offered a reimbursement of travel expenses to/from Aarhus (one roundtrip - certain conditions apply).
- Student housing in Aarhus is guaranteed and organised by the International Office. The intern will have to pay all expenses him/herself.

How to apply

- Send a CV and one-page cover letter to Assistant International Director, Kaja Henneberg at kajaehenneberg@au.dk no later than 25 November 2019
- Include two references including the contact details of the referees (teachers, former employers, etc.) who can be contacted by us

- A Skype interview will be required if short-listed

Established in 1928, Aarhus University has since developed into a major Danish university with a strong international reputation. AU offers more than 60 complete programmes taught in English at Bachelor's and Master's level. All PhD programmes are in English. Around 12 per cent of AU's 39.000 students are international, representing over 106 nationalities.

The International Office at Aarhus University has a total of 20 permanent staff members and app. 15 student assistants. The office is in charge of various tasks related to international student mobility. Please visit www.au.dk/ic for further information.