

2017-02-07

I. Offering

Malmö University International Office offers two semester long **Erasmus+ Traineeships**:

Junior International Relations Officer

Malmö University was founded in 1998 and is today Sweden's ninth largest higher educational institution with more than 1.800 international students. Located in the centre of Malmö, the university has played an important role in the transformation of Malmö from an industrial to a city of learning.

Malmö University boasts multidisciplinary programmes whereby students learn from different faculties, crucially important in an increasingly complex job market. We strive to be part of society at every level. Whether that is regionally, nationally or globally, its focus is making the world a better and fairer place. We have a mission to be an active hub for research, education and innovation. Our research is often multidisciplinary and pursued in collaboration with partners from outside of the university.

www.malmouniversity.se eller www.mah.se/english

The International Office works with strategic internationalisation, incoming and outgoing exchange students, accommodation for international students, scholarships and marketing and recruitment of international students among other things. Our work language is Swedish and English. Swedish language skills are not required for the internship, but will be merited.

<http://www.mah.se/internationaloffice>

II. Outline of the proposed training programme

Planned dates of internship period:

Autumn semester 2017: From 14 August 2017 to 31 January 2018

Knowledge, skills and competence to be acquired:

- Acquire insights in the structure and work of Malmö University, specifically regards to the mission of the International Office
- Acquire an understanding of how to work with international students
- Acquire an understanding regarding work with international partnerships for mobility programmes.

Provisional programme of the training period (but not limited to):

- August: Incoming students: Introduction programme, evaluation. Administrative office work
- September: Outgoing student application period: Study Abroad Fair, information and recruitment campaign. Administrative office work.
- October: Minor Field Study Programme, Administrative office work.
- November: Administrative office work
- December: Kick-off for outgoing students, Exit seminar, planning for and working on Introduction programme for next semester, administrative office work
- January: Incoming students: Introduction programme, evaluation, administrative office work.



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Tasks of the intern:

- Participate in the daily work of the International Office, specifically regards follow up and evaluation of international student experiences
- Participate in the introduction programme for incoming students and the Outgoing student application period
- Assist in the administration and development of communication activities, social media and campaigns
- Administer mailbox(es)
- Write a blog.

Optional task: Contact Person Celsiusgården (Student accommodation)

- Participate and take notes during a Floor Meeting and monthly Housing Groups at Celsiusgården.
- Conduct room inspections when tenants move out
- Handle the master key to Celsiusgården and letting locked out tenants in
- Distribute posters etc. from Malmö University at Celsiusgården
- Publish current lists of tenants at the main entrance and on each floor
- Distribute rent slips and other information from Malmö University at Celsiusgården
- Forward simple messages etc. from tenants to Malmö University
- Answer questions from tenants regarding living at Celsiusgården.

Scope: Approx. 10 hours/month

Workplace: International Office/The Housing Office

Payment: A small reimbursement will be paid for this task

Please indicate clearly in your application whether you want this optional task as part of the internship.

Monitoring and evaluation plan:

Supervisor is Karin Frydenlund, Head of the International Office. She will monitor the internship and the integration of the student into the workplace. A detailed program for the internship will be established. The program and the progress of the trainee will be evaluated continuously in monthly meetings.

III. Background and requirements of applicant

Applicants from different academic fields and backgrounds are welcome. High English communication skills, verbal and in writing, are required. Previous job experience and Swedish language skills will be merited. **This is an Erasmus+ Traineeship, and the student must be able to receive this particular grant from their home university to be eligible for the internship.**

IV. Application details

An application consisting of the following:

- Motivation letter including information regarding the optional task as above.
- Transcript of Academic Records



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- Proof of eligibility of the Erasmus+ Traineeship Scholarship (a letter or email from your Erasmus+ Office or similar stating that you may be eligible for the scholarship, if you are the successful candidate)
- Letter of Recommendation from your home university
- CV

Please send the above documents electronically to:

Please direct any queries to:

internationaloffice@mah.se

Deadline for application:

1 May 2017 for internships autumn semester 2017