



Our date:
Our ref.:
Your date:
Your ref.:
Executive officer: IULIA BELEUTA

ERASMUS practice period

Institution	VOLDA UNIVERSITY COLLEGE
Department	International Office
Activity	Erasmus placement (internship)
Address	Volda University College Joplassvegen 11 PostBox 500, 6101- Volda
Place	Volda
Country	Norway
Number of placements available	1
Duration of placement	Minimum 3 (three) months
Starting date	1st August 2011
Closing date	Rolling application
Tasks description	<ul style="list-style-type: none"> • Arranging statistics and data about the exchanges at VUC • Preparing presentations / clips about VUC • Arranging information about the International Club and Pangaia • Participating in different activities organized by the international office in collaboration with Pangaia • Promoting VUC courses for international students • Evaluating the exchange experiences professionally • Evaluating the exchange experiences socially
Qualifications/personal skills	<ul style="list-style-type: none"> • Team work: <i>to work with our staff and students</i> • Communication skills • Intercultural skills: <i>dealing with students from all over the world, coming from different backgrounds and cultures</i> • Experience with organising different types of



	events: <i>social gatherings, promotional events</i>
Professional background	<ul style="list-style-type: none">• Bachelor in Public Relations and Communication• Bachelor in Advertising
Media skills	Microsoft Office: <i>very good</i> Adobe Photoshop, InDesign: <i>good</i>
Language skills	English: <i>fluent (spoken and written)</i>
Monthly payment	0,-
Contact person	<u>Julia Beleuta</u> <u>Cecilie Wilhelmsen</u>
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VOLDA UNIVERSITY COLLEGE