



## Erasmus Placement

### International Office of the University of Iceland

Within the framework of the LLP Erasmus Placement Programme, the University of Iceland offers the opportunity for students from partner universities to do an internship at the International Office.

#### INFORMATION ON THE INTERNSHIP

**Application Deadline:** Friday 24 February 2012

Enquiries should be directed to [ask@hi.is](mailto:ask@hi.is).

**Duration of the internship:** 4-8 months, from late August 2012 until middle of May 2013

**Places available:** 1

**Working hours:** negotiable

**Main Tasks:** Under supervision of the International Office, the intern will assist with the diverse tasks of the Office, for example matters regarding incoming and outgoing exchange students, perhaps partially working in other departments/offices at the University.

**Requirements:** Currently enrolled in partner university; preferable a student in humanities or social sciences; advanced level of English; other languages are a plus; good communicational and organizational skills; good knowledge of computer programmes (Word, Excel, Outlook, etc.).

**Housing:** The International Office will assist with finding housing.

**Financial Support:** Candidates will have to apply for an Erasmus scholarship to their home university.



**How to Apply:** Candidates should fill in the application form, print it out, sign it and send it with the following documents as scanned documents to [ask@hi.is](mailto:ask@hi.is):

- Curriculum Vitae (CV)
- Motivation Letter
- Recommendation letter from a university professor or university staff
- Confirmation of enrolment
- Copy of Identity Document/passport

**A link to the online application form:**

<http://sf.lausn.is/soloforms/SoloForms.html#mode=input;id=1000294;lang=en>

We look forward to receiving your application!