



Placement Position - Volda University College (Norway)

Department	International Office – Pangaia, the international meeting place on campus
Duration	11 months
Starting date	1 st August 2019
Working hours	Main working place is Pangaia. The office is open from 10:30-15:30 Mon-Fri, and sometimes during afternoon and/or weekend activities.
Privileges	The Pangaia-trainee will be granted free participation in excursions and events coordinated by the International Office and free use of sports facilities on campus.
Payment	Candidates should preferably receive Erasmus+ Placement grant from the home university.
Accommodation	International Office can guarantee accommodation in the student dorms, if the applicant is an active student. For other applicants, International Office can assist in finding private accommodation.
Application procedure	Send an e-mail to international@hivolda.no with the subject “Placement position-Pangaia”. Applicants should attach their CV and a motivation letter. Deadline for submitting the applications: 6th May 2019.
Contact person	Iulia Beleuta international@hivolda.no

Main tasks	<ul style="list-style-type: none"> • Staffing “Pangaia”, our international meeting place on campus • Organising arrival/departures of international students • Coordinating International Nights every month and other social events in Pangaia • Maintaining and updating the Facebook page for Pangaia • First point of contact for international students on campus • Actively working on the integration process between the international and Norwegian students • Distributing VUC promotional material • Organizing trips/day tours for international students • Helping with the International Week 2020 • General service to international/local students and other office duties • Other tasks pending on the skills and interest of the intern
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Personal skills	<ul style="list-style-type: none"> • Good command of English both written and oral (minimum B2 level on the CEFR scale) • Other language skills and/or an interest in Norwegian language will be an advantage • Minimum two years of university studies • Good communication skills and personal qualities which enables one to work in an international setting • Very good intercultural skills: dealing with students from all over the world, with different cultural, linguistic and professional background • Experience in organizing free time activities and social events • International exchange experiences will be an advantage
Driver's license	<ul style="list-style-type: none"> • B
Professional skills	<ul style="list-style-type: none"> • Microsoft Office: very good • Adobe Photoshop, InDesign (similar software): very good

About Volda University College (VUC)

VUC has approximately 4000 students and 350 faculty/staff. There are more than 100 international students on campus. The college has more than 150 years of tradition in higher education, starting as a teachers college. Today, VUC is perhaps best known for its journalism school which have hosted many of the most important and influential journalists working in Norway over the last 30 years. More information about VUC: <http://www.hivolda.no/english>

The college plays a vital role in the local community and is involved in most of the cultural happenings throughout the year, such as the Animation Festival, Documentary Film Festival, and Student Festival. Volda is a “Student Town” with lots of events despite its small size. Our campus is known for a vibrant and close-knit student community.



Volda University College – main campus building in winter

About Volda

Volda is a town in Western Norway with a population of some 9000 inhabitants. The town is located by the fjord and is surrounded by alpine mountains. Outdoor activities, such as hiking or fishing, are naturally a part of the leisure time for both students and locals in the area.

Volda is famous for its academic tradition, its rich cultural life and many large public institutions (the college, county hospital etc). The nearest city is Ålesund (1 1/2 hour drive from Volda). The Orsta/Volda airport has 5 daily flights to/from Oslo and 2 daily flights to/from Bergen. More information about Volda: <http://en.wikipedia.org/wiki/Volda>



Volda is located by the fjord and under the “Rotsethorn” mountain.