



# 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, particularly projects related to **Circle U.**, the European University Alliance with 9 partners that AU is part of.

## Specific responsibilities include:

- Planning and running information events and social events related to Circle U. on campus and online. This includes the responsibility for running the **Language Tandem programme**.
- Devising campaigns, editing websites, writing news articles to increase the visibility, knowledge about and interest in Circle U. among students at AU
- Assist in creating attractive extra-curricular activities for students to engage in across the alliance
- General administrative support: e.g., entering and checking data, collecting documents related to mobility in Circle U., research related to the partner universities and their offers

## The qualified candidate is:

- Pursuing a bachelor's or master's degree at a **Circle U. partner university** (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
- Flexible and able to work independently

**Duration:** Minimum 3 months (preferably longer). Starting 15 January at the earliest and 1 April at the latest.

## Terms and conditions

- The weekly number of work hours is 30 including a 30 minute 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)
- The International Office will assist in finding student housing. The intern will have to pay all expenses him/herself



## What we offer

- Participation in team activities: As an intern, you will become part of our team and can participate in all our team activities
- Language development: Many of us have excellent English and Danish skills, so you can improve your language abilities
- Flexible task selection: We are flexible and will consider the tasks that interest you
- Continuous support: You will be supported by us and will not be left alone with your tasks. We provide guidance when you need it
- International work environment: We offer an international work climate, providing you with the opportunity to work with colleagues with diverse abroad experience

## How to apply

- Send a CV and a one-page cover letter to Circle U. project manager, Lotte Skovborg at [skovborg@au.dk](mailto:skovborg@au.dk) no later than Monday 16, December 2024
- Include one or two references including the contact details of the referees (teachers, former employers, etc.) who can be contacted by us
- A Zoom interview will be required if short-listed. The interview is expected to take place shortly after the deadline (16-20 December)

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 oversees various tasks related to international student mobility. Please visit [www.au.dk/ic](http://www.au.dk/ic) for further information.

**Circle U.** is a research-intensive and interdisciplinary university alliance working to provide outstanding education, research, and innovation to contribute to more sustainable, democratic, and healthier societies. AU is leading the work on supporting student mobility and international engagement in the alliance. We help develop and support new activities and mobility formats to provide students in Circle U. with a diverse and accessible range of learning opportunities.

[About Circle U. - Circle U. \(circle-u.eu\)](http://circle-u.eu)