



Placement/Traineeship Position - Volda University College (Norway)

Department	International Office – Pangaia, international meeting place on campus
Duration	11 months
Starting/End dates	1 st August 2023 to 30 th June 2024
Working hours	Main working place is Pangaia, VUC campus. The office is open from 10:30-15:30 Mon-Fri, and sometimes during afternoon. In addition, we expect availability for some weekend activities, such as trips, social events, movie events, Christmas/Easter workshops, Halloween event, national day parade etc.
Privileges	The Pangaia-trainee will be granted free participation in excursions and events coordinated by the International Office and free use of facilities on campus.
Payment	Applicants should preferably receive Erasmus+ Placement grant from the home university. For non-student applicants, the traineeship grant paid by VUC will be 12000,-kr/month, before tax deduction.
Accommodation	International Office can assist in finding private accommodation, but the trainees can also apply for housing in the student residences.
Application procedure	Send an e-mail to international@hivolda.no with the subject “Pangaia application - 2023”. Applicants should attach their CV and a motivation letter. Deadline for submitting the applications: 7th May 2023.
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 social media channels, especially Instagram page for Pangaia • Main contact with VUC’s Communication office, regarding SoMe overtake, sharing content, creating content etc. • 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 and other social events (movie nights, BBQ, workshops)
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	<ul style="list-style-type: none"> • Helping with the International Week 2024 and other events organised by the International Office • General service to international/local students and other office duties • Other tasks pending on the skills and interest of the intern
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 academic 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 (this is an obligatory requirement)
IT skills	<ul style="list-style-type: none"> • Microsoft Office: very good • Adobe Photoshop, InDesign (similar software): very good • Social media: very good

About Volda University College (VUC)

VUC has approximately 4500 students and 350 faculty/staff. There are more than 150 new international students on campus, each academic year. VUC was founded over 150 years ago, as a teacher training 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 10 000 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.