**Auslandspraktikum**

**Praktikumsplatz-Angebot**

für den Bereich

Summer School Organisation

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**Land, Ort:** Niederlande, Amsterdam

**Einrichtung:** University of Amsterdam

**Ansprechpartner:** Frau Mirjam Schieveld

**Telefon:** +31 20 525.3776

**Email:** summer-gsss@uva.nl

**Webseite:** www.gsss.uva.nl/summer

**Start / Dauer:** 01.04.2016 / 15.08.2016

**Bezahlung:** kleine Rekompensation+Wohnung

**Beschreibung:**

The Summer Programmes Office, part of the Graduate School of Social Sciences at the University of Amsterdam, is seeking the support of an intern from April 1 to mid-August 2016. We offer a variety of short term programs between the months of June and August. This position is for 32 hours/week, which may be spread throughout the week or weekends depending on the needs of the Summer Programmes Office and the programmes.

This is an excellent opportunity to become familiar with the world of study abroad from a European perspective. Working at the Summer Programmes Office can be a very busy and incredibly rewarding experience. We expect to host around 19 programmes with around 350 students this summer. Students will be from all over the world and studying various subjects within the social sciences.

Responsibilities include:
- Assisting the Programme Director and Programme Manager with the daily operational tasks surrounding program management
- Administrative tasks such as creating, maintaining and updating databases, scheduling and organizing appointments, promotional activities etc.
- Answering emails, Xeroxing, editing program booklets
- Making reservations
- Assisting students
- Accompanying groups of students on excursions
- Updating the Blackboard, website, Twitter and Facebook
- Assisting faculty
- Running errands
- Assisting in marketing programs
- Act as a mentor for the students

Benefits:
Housing and a small stipend will be offered. Lunch is provided on week days while programmes are running. Housing will be in university housing in a private room but you may share facilities (kitchen and bathroom) with one other person. Internet (wireless or wired) will be provided in the housing. We will also provide the intern with a museum card, a public transportation card, and a bicycle to use for the internship period. Transportation to and from Amsterdam will be at the intern’s own cost. Intern is also responsible for their own health insurance while in the Netherlands and will be responsible to show proof of insurance.

To apply, please send the following:
- Resume/CV
- Letter of motivation (include your first available start date)
- Letter of recommendation from a professor, mentor, or employer
- Copy of identity page of passport

If you are selected for an interview, you will be contacted by email to set up an interview over Skype. Letters of recommendation should be sent via email by the referee directly.

Summer Programmes Office
Mirjam Schieveld,
Grace Yano
Graduate School of Social Sciences | University of Amsterdam

Our new visiting address:  REC-B 8.10 | Nieuwe Achtergracht 166 |
Our new postal address: Postbus 15725 | 1018 WV Amsterdam
The Netherlands
phone: +31 20 525.3776
Anforderungen:
- Applicants must already have the right to work in the Netherlands (either EU citizen OR with a valid Dutch working permit)
- While not mandatory, we particularly encourage Erasmus+ Traineeship grantees to apply.
- Interest in study abroad, short term programs, faculty-led and customized programming
- Enjoy working with students of all ages & nationalities (undergrad and beyond).
- Study abroad experience preferred
- Capable of working independently as well as a member of a team
- Excellent written and verbal language skills in English. Other languages are a plus.
- Basic computer skills and proficiency with Microsoft Office, especially Word, Excel and Outlook. Knowledge of using Facebook & Twitter for marketing purposes (new ideas also always welcome).
- Detail oriented, highly organized and efficient in administrative tasks
- Level-headed, flexible, able to improvise
- Intern will sign a Trainee Agreement to work towards their own educational goals as well as those of the Summer Programmes Office. The Programme Manager will act as supervisor throughout the internship.

Stipendium: Mögliche Förderung über ERASMUS-Stipendien für Auslandspraktika.