Auslandspraktikum
Praktikumsplatz-Angebot

für den Bereich
International Office

Land, Ort: Großbritannien, Newcastle
Einrichtung: Newcastle University
Ansprechpartner: Frau Tonia Cook
Telefon: 
Email: tonia.cook@ncl.ac.uk
Webseite: www.ncl.ac.uk
Start / Dauer: nach Absprache (September 2017) / 38 oder 49 Wochen (6 Monate in Ausnahmefällen)
Bezahlung: A supportive bursary may be available for 6 months for those applicants appointed for the 12 month placement, and who only receive part Erasmus funding from their home institution. Free accommodation.

Beschreibung: Newcastle University has 3 work placement opportunities available in its international divisions (2 x International Office; 1 x International Student Mobility & Integration). The placements are designed for a student who requires a placement as part of their degree programme and who would be supported by the Erasmus Programme. The placements would be of particular use to those students who intend to seek a career in the following areas: Higher Education Administration/Student Support; Marketing & Recruitment; Event Organisation & Management; International Marketing & Business
Title: International Student Assistant (Work Placement)
Length: 38 weeks or 49 weeks (a 6 month placement may be considered for an exceptional applicant)
Finance: A supportive bursary may be available for 6 months for those applicants appointed for the 12 month placement, and who only receive part Erasmus funding from their home institution.
Support: Free en-suite accommodation will be provided in one of the University’s Halls' of Residence. The accommodation will be an en-suite study bedroom situated in a postgraduate Hall of Residence. It will be in a selfcatered flat shared with other students. A cash alternative is not available.

Placement Details
Placement Title: International Student Assistant
Hours per week: 37
Service Unit: International Office/Student Mobility &Integration Faculty / Central Services: International Directorate/Wellbeing Service
Effective Date: September 2017

General Duties and Responsibilities
1. To provide high quality support for activity/projects within the international divisions. Examples of possible activities/projects include:
   - Recruitment Agent Liaison
   - Publications
   - International meet-and greet services and orientation for international students
   - Liaison with international partners
   - Event organisation

   Typical tasks undertaken in support of activities/projects include:
   - dealing with follow-up enquiries
   - telephone and e-mail interaction with key contacts
   - dealing with application forms
   - maintaining databases and producing reports
   - undertaking research
   - making arrangements for occasional large events
   - up-dating web templates/pdf documents
   - support in the organisation of overseas visits
   - market intelligence and statistics
   - campus tours for potential international students

2. To undertake general duties as agreed with the Line Manager to ensure the smooth functioning of the entire office.
3. To assist with overseas visit arrangements for staff in the international divisions.
4. To assist with arrangements for visitors to the University on international business.
5. To undertake staff development training sessions deemed
relevant and appropriate to the role.

Individual Projects (a sample)
- To undertake research and marketing support for a designated area geographic region or programme (TBC).
- (with appropriate supervision and support) To undertake planning and organising of "remote" recruitment activities for designated region (including production of marketing materials, logistical support and remote staff training).
- To assist with desk based recruitment conversion activities - including assisting with scholarship applications for designated region.
- To undertake promotion of international opportunities for existing Newcastle students
- To create profiles of international partners and other web appropriate materials
- To organise integration activities for the student community
- To contribute to the preparation of an International Partnerships database.
- To contribute to an Internal Communications Project, disseminating key information to all stakeholders

Personal Outcome Dimensions of Work Placement
On completion of the work placement the individual should be able to demonstrate the following knowledge, skills and experience:
- Evidence of substantial relevant office experience, particularly with an international dimension
- Knowledge of international markets
- An understanding of the major issues relating to international student recruitment and higher education
- Be a team player, able to initiate, develop and maintain productive working relationships
- Have good oral and written communication skills
- Able to manage a diverse and complex workload
- Creative approach to problem solving
- High level of literacy and numeracy, particularly in a second language
- Good IT skills and competence in the use of Microsoft Office
- Ability to work to tight deadlines with a high level of accuracy
- Excellent organisational skills and the ability to prioritise workload
- Strong customer-focused approach
- Collaborative and flexible work style, with evidence of the ability to work effectively as part of a team.
- Flexible attitude to the constantly changing demands of an international work situation
- Good interpersonal skills with the ability to communicate a positive impression of the organisation.

Placement Start Date: To be negotiated

Application Deadline: Friday 26th May
Applicants must submit:
- Curriculum Vitae
- 800 word personal statement detailing why they believe they are suitable for the placement and its purpose within their studies and for their future career plans
- Recent academic transcripts
- Proof of English Language ability
- Names and contact details of two referees
- Completion of Statements of Disclosure
- Shortlisted applicants must be willing to undertake an interview via Skype

Applications should be submitted to:
Tonia Cook
Student Mobility Team
Newcastle University
King’s Gate
Newcastle upon Tyne
NE1 7RU
UK

Anforderungen: Applicants for the work placement must meet the following requirements:
- Be a current Undergraduate or Postgraduate student (Undergraduate students must have completed a minimum 2 years of higher education)
- Have high level of fluency in written and spoken English
- Undertake placement as part of the Erasmus Programme
- Have experience of an office or customer service environment
- Be a national of an EU or EEA country

Bewerbungsfrist: 26.05.2017

Stipendium: Mögliche Förderung über ERASMUS-Stipendien für Auslandspraktika.