

## Erasmus+ Student Internship in the Mobility Team at the Swedish University of Agricultural Sciences

EMPLOYER INFORMATION	
Name of organisation	Swedish University of Agricultural Sciences (SLU)
Address inc post code	Box 7010, Almas Allé 8, Uppsala, SE-750 07
Telephone	+46 18 67 1000
E-mail	<a href="mailto:servicecenter@slu.se">servicecenter@slu.se</a>
Website	<a href="http://www.slu.se">http://www.slu.se</a>
Number of employees	2850 staff
Number of students	3800 full-time students + 550 researchers
Short description of the company	SLU is a life sciences university which focuses largely on the development of knowledge about how to use natural and biological land and water resources in a sustainable manner.
CONTACT DETAILS	
Contact person for this placement	Dana Rocklin
Department and designation, job title	Division of Educational Affairs, Mobility Team International Coordinator
Direct telephone number	+46 18 67 2532
E-mail address	<a href="mailto:mobility@slu.se">mobility@slu.se</a>
APPLICATION PROCEDURE	
Who to apply to (including contact details)	Dana Rocklin Box 7010, Almas Allé 8, Uppsala, SE-750 07
Deadline for applications	June 15, 2019
Application process	Please send your CV and letter of motivation (state your preferred semester - either Aug-Dec or Jan-May/Jun) via e-mail to: <a href="mailto:Mobility@slu.se">Mobility@slu.se</a> with 'Mobility Team Internship Application' in the subject line.
PLACEMENT INFORMATION	
Department, Function	The Mobilty Team is a unit within the Division of Educational Affairs. We are here for all students in all faculties at SLU. We provide information about studies abroad, select and nominate students, make scholarship payments, among other things related to international opportunities. We facilitate student, teacher, and researcher mobility at hundreds of universities worldwide.

Location	SLU Campus Ultuna, Ulls Hus, Almas Allé 8, Uppsala, SE-750 07
Period	12 August 2019, or upon agreement. Preferably before the new semester begins in the end of August.
Duration	One or two semesters, ideally between 4-6 months
Working hours per week	Full-Time. About 35 hours per week. Working hours on agreement.
Description of activities, tasks	<ul style="list-style-type: none"> <li>• General administrative work in the office</li> <li>• Help with preparation for info meetings for SLU students about studies, research, and internships abroad</li> <li>• Support for incoming and outgoing international students</li> <li>• Updating documents, exchange database, texts and web pages with current information about exchange opportunities</li> <li>• Social media to showcase international opportunities together with the communication department</li> <li>• Additional independent ideas/activities to promote exchange and internationalization (we like creativity!)</li> </ul>
Accommodation	SLU student housing can be arranged upon request, more information can be found here: <a href="https://www.slu.se/en/education/life-at-slu/Accommodation/in-uppsala/">https://www.slu.se/en/education/life-at-slu/Accommodation/in-uppsala/</a> .
Details of financial and “in kind” support to be provided	We expect the student to apply for an Erasmus+ traineeship grant from their home university. To supplement this grant, an additional amount of SEK 3000 per month will be provided by SLU to use towards accommodation.
<b>COMPETENCES, SKILLS and EXPERIENCE REQUIREMENTS</b>	
Languages and level of competence required	Strong communication skills English required, Swedish a benefit Other languages can be useful
Computer skills and level of skills required	Computer literate – Microsoft office, Google suite Social Media experience Administrative experience is helpful Confident with IT systems
Drivers license	Not needed
Other	<p>Experience with international exchange programs, previous participation in an exchange program is a plus.</p> <p>A quick learner who is accurate, reliable and organized.</p> <p>We want someone fun and energetic with an easy-going and service-oriented mindset!</p>