

CGU Stella for staff 2020

Professional Mobility Programme for Services Staff

PLACEMENT OFFER KAU01

INFORMATION OF HOST UNIVERSITY

Name of institution:	Karlstad University.
Address:	Universitetsgatan 2, 651 88 Karlstad, Sweden.
Telephone:	0046547001000
Web:	www.kau.se/en
Short description:	Mid-sized and innovative higher education institution in Sweden. The university is internationally acknowledged in several research fields and is, in addition at the forefront of some. High quality teaching, flexible forms of study, professional contacts and satisfied students are factors placing Karlstad University among the top six universities in Sweden in terms of first choice applicants. The university is based on regional, national and international cooperation and a strong social commitment is our trademark. We can also offer one of the most inspirational university environments in the country.

INFORMATION OF PLACEMENT OFFER

Department:	Office for Student Affairs.
Description of activities:	Day 1-4 International Staff Week Participating at Karlstad University International Staff Week. Draft of schedule: presentation of Karlstad University, Intercultural awareness, tour on Campus, Internationalization at the university, group discussions, meeting with international students and cultural experience. 5-7 Job Shadowing Job Shadowing at the different offices within the Unit for Student Affairs including; Degree Office / Register / Student Health Team / Student Counselling / International Office / Admissions Office.
Working languages:	English.
Working place:	Student Affairs at Karlstad University.
Mobility period	Within the indicated period. June 9th 2020 - June 17th 2020.
Length:	7 working days.
Daily working time:	8 hours.
No. of offered placements:	1
Accommodation	Accommodation paid by Karlstad University for the period June 8th 2020 - June 17th 2020.
Supplementary contribution	Lunch included at the university during working days.

CURRICULAR PROFILE OF CANDIDATE

Required experience:	Experience from work within at least one of following areas: Degree Office / Register / Student Counselling / International Office / Admissions. Persons with experience in multiple areas will be given priority. Minimum 2 years of experience from working with international students.
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Required skills:	English minimum B2 level. Knowledge in student support and international relations. Experience from working with student services and administration.
Academic title	Diploma , Master, Postgraduate degree, Degree