

## Internship offer at IBA - Centre for International Affairs & Confucius Classroom

Kolding, Denmark – 2018 Spring

The IBA Centre for International Affairs is part of the overall management framework for achieving internationalization at the International Business Academy towards student and staff mobility, international partnerships and networks, international student recruitment and admissions, as well as IBA Confucius Classroom.

**Period of the internship:** 1 February 2018 - 30 June 2018  
(Different dates can be discussed)

**Working hours:** Regular working hours: between 8:00 and 16:00 during weekdays. Occasional weekend or evening activities connected with some activities

**Job description:** The internship will take place at IBA Campus in Kolding. The job will consist of different tasks related to our international activities.

The main tasks will include:

- Assisting in the administrative management of student and staff mobility (incoming and outgoing)
- Correspondence with international partners and students
- Assisting with the organization of events related to the Centre for International Affairs and IBA Confucius Classroom such as international conferences, orientation days, guests/group visits, project weeks, culture night etc.
- Assisting with the Chinese language courses and other activities related to IBA Confucius Classroom. Assisting in international student recruitment such as market analysis, promoting IBA to potential students/families at on-campus and off-campus activities, creating promotional materials etc.

### Skills & Profile requirements:

You are preferably a 3<sup>rd</sup> year student studying international sales and marketing, international relations, communication or related disciplines, with the following profile:

- Ability to work in an autonomous and proactive way, as well individually, as in teams
- Ability to work under pressure and in short deadlines
- International experience is desired as well as flexibility and open-mindedness
- Fluency in English and preferably in Danish and/or other foreign languages
- Confident in working with MS Office (Word, Excel and Power Point)
- Confident in public speaking and ability to interact with foreign guests, students

**Salary:** No salary

**Application & deadline:** 15th December 2017

Please send your CV (in English) and motivation letter by e-mail to the IBA International Office by 15th December 2017 to [international@iba.dk](mailto:international@iba.dk)

Applicants will be contacted by e-mail for a potential interview (face-to-face or Skype depending in your location) mid of November.

The chosen candidate will be informed by end of November.

If you have any questions, please do not hesitate to contact us by sending an e-mail to [international@iba.dk](mailto:international@iba.dk).

The IBA Centre for International Affairs & Confucius Classroom Team