

## **Internship at IBA International & Confucius Institute**

Kolding, Denmark - 2020/2021

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 Institute.

<b>Period of the internship:</b>	1 September 2020 - 30 June 2021  Different dates and length of internship can be discussed.
<b>Working hours:</b>	Regular working hours: between 8:00 and 16:00 during weekdays, 37 hours/week.  Occasional weekend or evening activities connected with some activities.
<b>Job description:</b>	<p>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:</p> <ul style="list-style-type: none"><li>• Assisting in the administrative management of student and staff mobility (incoming and outgoing)</li><li>• Correspondence with international partners and students</li><li>• Assisting with the organization of events related to the Centre for International Affairs and IBA Confucius Institute such as international conferences, orientation days, guests/group visits, project weeks, culture night etc.</li><li>• Assisting with the Chinese language courses and other activities related to IBA Confucius Institute</li><li>• 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.</li><li>• Managing social media platforms, such as Facebook, Instagram, LinkedIn</li></ul>

**Skills & Profile requirements:** You are preferably a fresh graduate or a 3<sup>rd</sup>-year student studying sales, marketing, communication, international relations, Asian/Chinese studies or related disciplines, with the following profile:

- Ability to work in an autonomous and proactive way, as well as 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 other foreign languages
- Chinese language and cultural understanding is an advantage
- Confident in working with MS Office (Word, Excel and Power Point)
- Confident in public speaking and ability to interact with foreign guests, students

**Salary:** Unpaid. The internship can be a part of education or recent-graduate Erasmus+ internship.

**Application & deadline:** 31 August 2020

Please send your CV (in English) and motivation letter by e-mail to the IBA International Office by 31 August 2020 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).

The chosen candidate will be informed latest 1<sup>st</sup> September.

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 Institute Team