

# Erasmus Placement Offer Form

EMPLOYER INFORMATION	
Name of organization	Háskólinn á Bifröst/Bifröst University
Address	Bifröst
Postal Code	311
City	Borgarnes
Country	Borgarbyggð
Telephone	433 3000
Fax	
E-mail	karl@bifrost.is
Website	<a href="http://www.bifrost.is/english/">http://www.bifrost.is/english/</a>
Number of employees	81
Year of foundation	1918
Contact person	Karl Eiríksson
Department / Function	International office
Direct telephone number	+33 5651023
Direct mobile	6948256
Direct e-mail address	karl@bifrost.is
Short Description of the Company	Bifröst University is a small, private, non-profit institution located in a nature paradise.
Other	

PLACEMENT INFORMATION	
Department / Function	Assistant for Erasmus Program in the International Relations Office
Description of activities	The main duties of this role include assisting for Erasmus+ program. The potential intern would assist in the organisation and administration of student exchange within the Erasmus+ Program for incoming and outgoing students. Also some marketing related tasks within exchange programs. This is a

	great opportunity for any students who are interested in gaining some international work experience in a very friendly and open office environment
Duration	6 months
Working hours / Weekly hours	40
City	Bifröst
Help with finding Accommodation	Accommodation on campus is guaranteed.
Financial Contribution	No
Other	

## REQUIREMENTS

Oral and written language skills	Proficient in English with good written ability
Computer skills	MS Office, Excel, Power Point and Outlook
Other	We are looking for organized person with positive attitude.