



Get unique experience in the field of international communication and work in an innovative Nordic-Chinese environment!

The Nordic Centre at Fudan University in Shanghai, China, offers a traineeship from September 2014 to January 2015.

The Nordic Centre is a Nordic-Chinese university cooperation between 27 Nordic member universities and Fudan University, Shanghai. The Centre promotes and supports research and educational cooperation between its member universities and Fudan and also promotes Nordic culture to Chinese students. Besides the office in Shanghai, the Nordic Centre has a secretariat at Aalborg University, Denmark. For more information about the Nordic Centre, please visit our website: <http://www.nordiccentre.org/> or find us on Facebook under *The Nordic Centre, Fudan University*.

The office in Shanghai is staffed by a Nordic Programme Manager, two full-time Chinese Programme Officers, and a couple of student assistants. The trainee will be part of this international team and work closely with the staff at the Nordic Centre in Shanghai as well as the Nordic Centre secretariat at Aalborg University.

The responsibilities of the trainee will be:

- To write newsletters
- To write and up-date information on our web site and our Facebook page
- To assist the Nordic Centre with our communication strategy
- To help with Nordic Centre activities, such as meetings, conferences, and cultural activities
- To take part in the general communication with our member universities
- To arrange a monthly get-together of Chinese and Nordic students at the Centre
- To assist with everyday work tasks

We expect you to speak and write English at a high level, as all communication will be in English. Knowledge of Chinese language and experience with Chinese relations will be a major advantage, but is not an ultimate prerequisite. It is important that the trainee is enterprising, likes to work independently on tasks and feels comfortable communicating with many different types of people.

The working hours are 25-30 hours a week. The traineeship is unpaid, but we offer a free Chinese language course at Fudan along with a contribution to the accommodation. The Nordic Centre will assist you in finding accommodation close to the office, possibly together with other international students studying at Fudan University.

Deadline for application is 10. March 2014. Please send your application and relevant documents by email to Ms Mette G. Olesen mgo@adm.aau.dk

For more information about the traineeship, please contact Ms Natalie Wheeler natalie@nordiccentre.org.