

## Internship Opportunity with the International Office at Hochschule Bielefeld – University of Applied Sciences and Arts (HSBI), Germany

**Open to:** Translation or Intercultural Communication students with English and German as A and B languages

**Deadline:** 31 January 2024

**Duration:** at least three months, to start asap

**Location:** Bielefeld, Germany



### Is an internship compulsory in your translation studies? Or do you wish to extend your year abroad in Germany over the summer?

The International Office at HSBI is seeking a highly motivated student with a strong interest in intercultural communication. As an intern, you will be working closely with the university translator, gaining relevant experience in the tasks below:

- Translating documents into English for the university's administration and faculties using Trados Live
- Post-editing machine-translated texts
- Proofreading English texts written by university members
- Managing small translation projects in coordination with the university translator
- Researching terminology and creating subject-specific glossaries
- Assisting the university translator in larger translation projects with various stakeholders from all areas of the university

(Please note that tasks may vary depending on the starting date, current projects as well as the candidate's skills and abilities.)

### **Requirements:**

- You should be studying a course with an emphasis on Translation or Intercultural Communication with English and German as A and B languages; English skills should preferably be at native or near-native level
- You must have completed at least two years of undergraduate study
- First experience with CAT tools and MT is desirable
- Good communication and interpersonal skills
- Interest in the inner workings of a university
- Ability to work independently as well as in a team
- Ability to work with words creatively and a proactive attitude

**We offer:**

- A supportive work environment
- Opportunity to get know the German higher education system, gain intercultural experience and enhance your practical translation and project management skills
- Free public transport pass if you register at the university (the International Office will pay for the semester contribution that includes the semester ticket)
- Assistance with finding accommodation

**Application:**

Please attach the following documents in a single PDF file:

- Letter of motivation (max. 1 page, please state the desired duration and whether the internship is compulsory or voluntary)
- Tabular CV
- A copy of your transcript (attended courses and grades)

Please send your application to [translations@hsbi.de](mailto:translations@hsbi.de) by 31 January 2024. No German translation of documents necessary.

If you have any questions about the internship, please contact Ms Ana-Katrina Büttner at [ana-katrina.buettner@hsbi.de](mailto:ana-katrina.buettner@hsbi.de).

You may be eligible for funding through an Erasmus+ internship grant, please talk to the International Office at your home university regarding funding options.

**About HSBI and the International Office:**

HSBI works closely with industrial communities and businesses as well as social and cultural institutes in the region, with regards both to teaching and applied research. Its more than 10,000 students are enrolled in over 60 degree courses across three campuses in Bielefeld, Gütersloh and Minden. There are six faculties: Design and Art, Minden Campus (Architecture, Engineering, Computer Sciences), Engineering and Mathematics, Social Sciences, Business and Health. HSBI has over 150 partnerships worldwide and is constantly expanding its international collaborations.

The International Office is the “international hub” of HSBI. Our responsibilities include supporting international students and providing advice and support to students, teaching staff and other employees when it comes to undertaking the adventure of staying abroad. In addition to coordinating and running international programmes, we also attract third-party funding and promote the process of internationalisation at the university with innovative ideas and concepts. Our work focuses on encouraging international mobility for all members of the university, but above all, students. Additional services such as a central translation service, a Language Center and a Welcome Center for international researchers at HSBI round off the service offer. All of the International Office's activities serve to implement the International Strategy. It aims to foster a global perspective in all areas of the university, strengthen international activities and make HSBI an important player in the international educational landscape.

**For more information, please visit:**

HSBI: <https://www.hsbi.de/en>

International Office: <https://www.hsbi.de/en/international-office>