

Internship in Satakunta University of Applied Sciences, SAMK, FINLAND

Employer: Satakunta University of Applied Sciences, SAMK, International Relations Office

Short introduction SAMK has 6500 students and 450 staff members. SAMK operates in 4 cities in the Satakunta region. The interns will be working within the **SAMK International Relations Offices**

Website: www.samk.fi/english

Contact person: Riitta Rissanen
riitta.rissanen@samk.fi

Period of the internships: Starting 2nd January 2019 until 14 June 2019
Working hours: App. 7 h 21 min / day

Tasks: The internship will consist of different tasks related to international affairs. The main tasks would be:

- assisting in practicalities related to student exchange (incoming, outgoing)
- working on international relations social media, information material, producing information material, e.g. updating the www-site and pp-material
- correspondence with international partners
- assisting with event organisation such as International cafés, International week, Get Together Days and Farewell Dinners
- other administrative tasks

Skills required: We are looking for 3rd year students from the area of business or communication or other suitable area, with:

- good command of English (other languages are considered as an asset)
- international experience
- valid driver's license
- basic knowledge of Microsoft Office (other computer skills are an asset, especially In Design)
- independent and self-structured working
- cultural awareness

Salary: App. 1050,00 €/month minus taxes

Practicalities: Accommodation is offered in the student dormitory. Rent app. 350€ per month.

More information and applications with CV:

riitta.rissanen@samk.fi

Deadline: **25 November 2018**