

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 campus Pori**, (address: Satakunnankatu 25, Fl.28130 Pori)

Website: www.samk.fi/english

Contact person: Riitta Rissanen

riitta.rissanen@samk.fi

Period of the internships: Starting 6 August 2018 until 21 December 2018

Working hours: App. 7 h 21 min / day

Tasks: The internship is in the SAMK campus Pori International Relations Office. 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 and

International week

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 an asset)

• international experience

valid driver's license

basic knowledge of Microsoft Office (other computer skills are an asset,

especially In Design)

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 (SAMK campus Pori)

Application deadline: 30 April 2018