**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](http://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 offeredin the student dormitory. Rent app. 350€ per month.

More information and applications with CV:

riitta.rissanen@samk.fi

**Deadline: 25 November 2018**