**Information Sheet for Internship Offers**

**Information Sheet Internship Offer Form**

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| ***Name of internship host institution -*** European University Viadrina |
| ***Number of placements -*** 1 |
| ***Benefits to interns from within the INU -*** Free housing |
| ***Internship duration and/or dates (Jan-Dec)**** 2-4 weeks
* May 2019 or February 2020
 |
| ***Internship position*** *- C*areer Center Assistance |
| ***Internship placement*** *-* Career Center |
| ***Tasks to be performed*** *-* * Office support in fields like communication, researching internships abroad, print products
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| ***Intern qualifications requirements**** Interested in career center topics
* Reliable way of working
* Good communication skills
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| ***Language requirements**** English (very good)
* German (basic)
 |
| ***Documentation requirements (including endorsement letter)**** Letter of motivation (please specify what area you would like to work in)
* CV
 |
| ***Application dates open between*** * 01.12.2018-28.02.2019
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| ***Submission of application (email address)**** irlenkaeuser@europa-uni.de
 |
| ***Contact details***Julian Irlenkäuser (Department of International Affairs)Email: irlenkaeuser@europa-uni.dePhone: +49 335 5534 2863 |

If you have any questions or queries about the internships programme please contact the INU office:

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