**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 |
| ***Intern qualifications requirements***   * Interested in career center topics * Reliable way of working * Good communication skills |
| ***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 |
| ***Submission of application (email address)***   * irlenkaeuser@europa-uni.de |
| ***Contact details***  Julian Irlenkäuser (Department of International Affairs)  Email: [irlenkaeuser@europa-uni.de](mailto:irlenkaeuser@europa-uni.de)  Phone: +49 335 5534 2863 |

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

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