**Information Sheet for Internship Offers**

(to be submitted by host university for each internship placement available)

**Information Sheet Internship Offer Form**

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| ***Name of internship host institution***   * European University Viadrina |
| ***Number of placements***   * 1 |
| ***Benefits to intern***   * Free housing |
| ***Internship duration and/or dates (Jan-Dec)***   * 4-6 weeks * May-June 2019 |
| ***Internship position***   * Public relation intern * Communication intern |
| ***Internship placement***   * Center for Key Competences and Research-oriented Learning (comprises: Center for Intercultural Learning, Writing Center, Competence Center for Digital Learning & Teaching) |
| ***Tasks to be performed***   * A project in which the intern answers the key question how students at the Viadrina are supported in all our different key competence fields, such as writing, intercultural learning, e-learning and learning techniques. How does he/she observes the support in these different key competence/soft skills areas here at the Viadrina? * The intern works on developing its own script/project. The project can be an investigation of our program and offers, student interviews, writing a script, shooting a film or writing a reflective diary/report. He/she should always have in mind how does he/she experience support in learning at the Viadrina and how does it work at his/her university? He/she needs to be quite associated with his/her own University system and understands the structure behind it. The project will be performed in order to internally observe the reach and publicity of the key competences at the Viadrina from an outside perspective. |
| ***Intern qualifications requirements***   * Interest in acquisition and development of key competences at universities (e.g. writing, intercultural learning, e-learning) * Background in the field of didactics and communication in Higher Education, Intercultural Learning, Writing * Experience with public relations * Identification and knowing its own university system and how the structure of soft skills/ key competences is organized at his/her university |
| ***Language requirements***   * English * If possible B2 level in German |
| ***Documentation requirements (including endorsement letter)***   * Motivation letter (please specify what area you would like to work in) * CV |
| ***Application dates open***   * 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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