**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)**** 4 -6 weeks
* January-December 2019 (dates flexible)
 |
| ***Internship position*** * International affairs intern
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| ***Internship placement*** * Department of International Affairs
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| **Tasks to be performed** * International marketing
* International student recruitment
* Content management / Online publishing
* Event management
* Summer school support (May and June only)
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| ***Intern qualifications requirements**** Interest in international university relations
* Pre-knowledge in (online) marketing
* Computing skills (design tools)
* Good communication skills
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| ***Language requirements**** English
* Good command of any second language would be a plus
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| ***Documentation requirements (including endorsement letter)**** Motivation letter (please specify what area you would like to work in)
* CV
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| ***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.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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