**Information Sheet for Internship Offers**

**Information Sheet Internship Offer Form**

|  |
| --- |
| **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 |
| ***Internship placement***   * Department of International Affairs |
| **Tasks to be performed**   * International marketing * International student recruitment * Content management / Online publishing * Event management * Summer school support (May and June only) |
| ***Intern qualifications requirements***   * Interest in international university relations * Pre-knowledge in (online) marketing * Computing skills (design tools) * Good communication skills |
| ***Language requirements***   * English * Good command of any second language would be a plus |
| ***Documentation requirements (including endorsement letter)***   * Motivation letter (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:

Philip Lindsay

INU Project Co-ordinator

INU@kingston.ac.uk

T +44 (0)20 8417 5151