**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 interns from within the INU***   * Free housing |
| ***Internship duration and/or dates (Jan-Dec)***   * 4-6 weeks * April-July 2019 or January-February 2020 |
| ***Internship position***   * Communication (public relations, online publishing, internal and external communication, photography, corporate design) * Event management * Alumni relations |
| ***Internship placement***   * Public Relations Department |
| ***Tasks to be performed***   * Getting to know the department * Assistance on all PR related tasks of interest (see above) |
| ***Intern qualifications requirements***   * Interest in the PR related fields * If possible already working in the PR domain |
| ***Language requirements***   * English * German if possible |
| ***Documentation requirements (including endorsement letter)***   * Motivation letter (please specify what area you would like to work in) * CV |
| ***Application dates***   * 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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