**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
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| ***Number of placements**** 1
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| ***Benefits to interns from within the INU**** Free housing
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| ***Internship duration and/or dates (Jan-Dec)**** 4-6 weeks
* April-July 2019 or January-February 2020
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| ***Internship position*** * Communication (public relations, online publishing, internal and external communication, photography, corporate design)
* Event management
* Alumni relations
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| ***Internship placement**** Public Relations Department
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| ***Tasks to be performed**** Getting to know the department
* Assistance on all PR related tasks of interest (see above)
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| ***Intern qualifications requirements**** Interest in the PR related fields
* If possible already working in the PR domain
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| ***Language requirements**** English
* German if possible
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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**** 01.12.2018-28.02.2019
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| ***Submission of application (email address)**** irlenkaeuser@europa-uni.de
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| ***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:

Philip Lindsay

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