**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**  Kingston University |
| **Number of placements**  1 |
| **Internship duration and/or dates (Jan-Dec)**  Flexible dates between June and September 2019 |
| **Internship position**  Study Abroad and International Learning (SAIL) Office Intern |
| **Internship placement**  Study Abroad International Learning Office |
| **Tasks to be performed**  To support the administrative functions of the SAIL Office, and as part of the team, provide high quality efficient and effective administrative support for both incoming and outgoing exchange / Study Abroad students. |
| **Intern qualifications requirements**  • Able to deliver excellent customer service  • Good knowledge of Microsoft Office suite  • Good written and oral communication skills  • Ability to manage priorities and meet deadlines  • Good attention to detail  • Proactive/self-starter  • Able to work as part of a team |
| **Language requirements**  Good oral and written English |
| **Documentation requirements (including endorsement letter)**  • CV/Resumé  • Brief statement (150 words or less) describing the skills you would bring to the office |
| **Application dates**  01/02/2019 – 28/02/19 |
| **Submission of application (email address)**  [h.wilson@kingston.ac.uk](mailto:h.wilson@kingston.ac.uk) |
| *Contact details*  annah Wilson  SAIL Officer  [h.wilson@kingston.ac.uk](mailto:h.wilson@kingston.ac.uk) |

If you have any questions or queries about the internships programme please contact the INU office:

Philip Lindsay

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