**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  |
| *Contact details*annah Wilson SAIL Officerh.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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