

Internship in Satakunta University of Applied Sciences, SAMK, FINLAND

Employer:	Satakunta University of Applied Sciences, SAMK; International Relations Office
Short introduction	 SAMK has 6500 students and 450 staff members. SAMK operates in 4 cities in the Satakunta region. The interns will be working within the SAMK campus Pori, (address: Satakunnankatu 25, FI.28130 Pori)
Website:	www.samk.fi/english
Contact person:	Riitta Rissanen <u>riitta.rissanen@samk.fi</u>
Period of the internships: Working hours:	Starting 2 January 2018 until 15 June 2018 App. 7 h 21 min / day
Tasks:	The internship is in the SAMK campus Pori International Relations Office. The internship will consist of different tasks related to international affairs. The main tasks would be:
	 assisting in practicalities related to student exchange (incoming, outgoing) working on international relations social media, information material, producing information material, e.g. updating the www-site and pp-material correspondence with international partners
	 assisting with event organisation such as International cafés and International week other administrative tasks
Skills required:	We are looking for 3 rd year students from the area of business or communication or other suitable area, with:
	 good command of English (other languages are considered an asset) international experience valid driver's license
	 basic knowledge of Microsoft Office (other computer skills are an asset, especially In Design)
Salary: Practicalities:	App. 1050,00 €/month minus taxes Accommodation is offered in the student dormitory. Rent app. 350€ per month.
	More information and applications with CV:
	riitta.rissanen@samk.fi (SAMK campus Pori)
Deadline:	26 November 2017