

## Internship in Satakunta University of Applied Sciences, SAMK, FINLAND

Employer:	Satakunta University of Applied Sciences, SAMK; International Relations Office
Short introduction	<ul> <li>SAMK has 6500 students and 450 staff members. SAMK operates in 4 cities in the Satakunta region. The interns will be working within the</li> <li>SAMK campus Pori, (address: Satakunnankatu 25, FI.28130 Pori)</li> </ul>
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:
	<ul> <li>assisting in practicalities related to student exchange (incoming, outgoing)</li> <li>working on international relations social media, information material, producing information material, e.g. updating the www-site and pp-material</li> <li>correspondence with international partners</li> </ul>
	<ul> <li>assisting with event organisation such as International cafés and International week</li> <li>other administrative tasks</li> </ul>
Skills required:	We are looking for 3 <sup>rd</sup> year students from the area of business or communication or other suitable area, with:
	<ul> <li>good command of English (other languages are considered an asset)</li> <li>international experience</li> <li>valid driver's license</li> </ul>
	<ul> <li>basic knowledge of Microsoft Office (other computer skills are an asset, especially In Design)</li> </ul>
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