

## 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 International Relations Offices**

**Website:** [www.samk.fi/english](http://www.samk.fi/english)

**Contact person:** Riitta Rissanen  
[riitta.rissanen@samk.fi](mailto:riitta.rissanen@samk.fi)

**Period of the internships:** Starting 2<sup>nd</sup> January 2019 until 14 June 2019  
**Working hours:** App. 7 h 21 min / day

**Tasks:** 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, International week, Get Together Days and Farewell Dinners
- other administrative tasks

**Skills required:** We are looking for 3<sup>rd</sup> year students from the area of business or communication or other suitable area, with:

- good command of English (other languages are considered as an asset)
- international experience
- valid driver's license
- basic knowledge of Microsoft Office (other computer skills are an asset, especially In Design)
- independent and self-structured working
- cultural awareness

**Salary:** App. 1050,00 €/month minus taxes

**Practicalities:** Accommodation is offered in the student dormitory. Rent app. 350€ per month.

More information and applications with CV:

[riitta.rissanen@samk.fi](mailto:riitta.rissanen@samk.fi)

**Deadline:** **25 November 2018**