**Internship in Satakunta University of Applied Sciences, FINLAND**

We are looking for an intern to work in International Relations Office in Satakunta University of Applied Sciences (SAMK), Finland.

**Employer**

The employer is Satakunta University of Applied Sciences in Finland. SAMK operates in four cities which are Pori, Rauma, Kankaanpää and Huittinen. We have:

§ 6000 students and 450 staff members

§ 30 degree programmes and 11 degree programmes in English

§ 500 international exchange and degree students

§ 60 nationalities

§ 190 partner institutions around the world

www.samk.fi/english

**Period of the internship**

From 12 August 2019 until 20 December, working hours 7 h 21 min/day

**What we are looking for**

We are looking for a 3rd year student from the area of business, communication, event management or toursim or other suitable area with:

§ good command of English (other languages are considered an asset)

§ international experience

§ basic knowledge of Microsoft Office tools and social media (versatile computer skills are an asset, especially InDesign)

§ work is usually independent

§ valid driver’s license

**Tasks**

The intern will work in the International Relations Office in SAMK campuses Pori and Rauma.The internship will consist of different tasks related to international affairs. The main tasks are:

§ assisting in all practicalities related to student exchange (incoming, outgoing students)

§ assisting in international relations regarding social media and information material, producing information material, e.g. updating the www-pages and PowerPoint materials

§ correspondence with international partners

§ cooperation with international tutors in SAMK

§ assisting with event organisation such as International café, International week, Get Together Day and Farewell Dinner for incoming students

§ other administrative tasks

**Salary**

App 1290 €/month

Practicalities

Accommodation is offered in the student dormitory, rent app 350€ per month.

**More information and applications with CV**

E-mail to riitta.rissanen@samk.fi (SAMK Campus Pori), application deadline 30 April 2019