

Internship in Satakunta University of Applied Sciences, SAMK, FINLAND

- Employer:** Satakunta University of Applied Sciences, SAMK;
International Services and Language Center
- Short introduction** SAMK has 6500 students and 450 staff members. SAMK operates in 9 faculties in 4 cities in the Satakunta region. The interns will be working within the
- **Tiilimäki campus in Pori**, where the Faculty of Health and Welfare is located (address: Maamiehenkatu 10, FI.28500 Pori)
- Website:** www.samk.fi/english
- Contact person:** Riitta Rissanen (Tiilimäki campus) riitta.rissanen@samk.fi
- Period of the internships:** Starting 1 August 2016 until 16 December 2016
- Working hours:** App. 7 h 15 min / day
- Tasks:** The internship is in the Faculty of Health and Welfare international office. The internship will consist of different tasks related to international affairs. The main tasks would be:
- working on international relations information material, producing information material, e.g. updating the www-site and pp-material
 - assisting in practicalities related to student exchange (incoming, outgoing)
 - correspondence with international partners
 - assisting with event organisation such as International cafés and International week
 - other administrative tasks
- Skills required:** We are looking for 3rd year students from the area of business or communication or other suitable area, with:
- good command of English (other languages are considered an asset)
 - good communication skills
 - international experience
 - valid driver's license
 - basic knowledge of Microsoft Office (other computer skills are an asset, especially In Design)
- Salary:** App. 1050,00 €/month minus taxes
- Practicalities:** Accommodation is offered in the student dormitory. Rent app. 300€.
- Applications with CV and more information:
riitta.rissanen@samk.fi (Tiilimäki campus in Pori)
- Deadline:** **20 May 2016**