Erasmus+ Internship – International Affairs Office

Location: Vasa, Finland

Commitment: Full-time (36 hours 15 mins per week)

Duration: 5 months (March – July)

Description:

Are you a motivated student interested in international affairs and working with students, join our International Affairs team and gain experience in areas related to exchange studies, administration and customer service.

Tasks:

- Answer student requests via email and phone
- Provide accurate information about Åbo Akademi University and exchange studies
- Update our social media accounts
- Update information for exchange students including exchange brochures and websites.
- Help create user guides and instructional materials
- Report exchange data in different databases
- Listen to student concerns and provide personalised support to provide effective solutions
- Prepare for exchange students arrival weeks, including programme and materials

Why join our team?

- Gain practical experience in customer service
- Improve your communication and problem-solving skills
- Work in a supportive and collaborative team environment
- Build a strong foundation for your future career

Compensation: No financial compensation

Housing: We will support you in finding student housing in Vasa.

Application: https://link.webropolsurveys.com/S/004113D89A20F8E1

Additional information

If you are interested in the opportunity and would like to know more, please contact: exchange@abo.fi