



INTERNSHIP PROGRAM INTERNATIONAL RELATIONS OFFICE FINIS TERRAE UNIVERSITY

I. GENERAL DESCRIPTION

OBJETIVES

- For the University
 - Having a team of young people from different countries and cultures that contribute with their new ideas and perspectives to the promotion of the internationalization into the University.
- For the interns
 - Prepare themselves to work in a globalized society:
 - Having the experience of working in an international and multicultural society.
 - Work in projects with real impact in the development of a community.
 - Getting a deeper comprehension of the globalization and internationalization phenomenon.
 - Experience an updated methodology of work (design thinking, work for objectives and key results (OKR))
 - Having the experience of living in an international community by living in one of our student residencies and/or participating in the activities organized for the exchange students.
 - Knowing Chile, Latin America countries and cultures.

REQUIREMENTS TO PARTICIPATE IN THE PROGRAM

1. Being student in a Higher Education Institution.
2. Having the authorization of the home Institution to do the internship.
3. Getting an international assurance.
4. Obtaining a student visa (the student have to apply as exchange student inscribing the course "Creativity").

INTERNS STUDENTS PROFILE

The Internship Program is design for students that really desire to have a unique experience of collaborative work. For this reason the student applying must be: autonomous, responsible, proactive, enthusiastic, entrepreneur, hard worker, capable to work in a team, being a mature persons.

BENEFITS

- Housing in one of the exchange students residencies in a twin room.
- Lunch from Monday to Friday during the workdays in the student's canteen.

DURATION

- The internship last for 6 months / one semester.
- In lines of principle the internship should be done during the academic semesters of Chile (February 1st – July 15th / July 1st –December 15th).
- Nevertheless, taking on account the different circumstances of every student the period of internship would be determine student by student.

APPLICATIONS

In general terms the application dates are the followings:

- For the first semester (January to July): 1st of August till 15th of November.
- For the second semester (July to December): 1st of March till 15th of May.

DOCUMENTS

- The following documents must be sent for the application:
 - Completed application form
 - Letter of motivation
 - CV with a photography
 - Student Certificate

SELECTION

The dates to communicate the selection process result will be:

- For the 1st semester (February – July): 30th of November, the latest.
- For the 2nd semester (July – December): 30th of May, the latest.

Those who were not selected will stay in a waiting list while the selected once confirm their participation.

SIGNATURE OF THE CONTRACT

The selected ones have 5 calendar days to send an e-mail with the signed internship contract to Universidad Finis Terrae otherwise their application will be annulated and its position will be giving to someone in the waiting list.

II. INTERNSHIP POSITIONS

1. Student Exchange assistant.

1. Functions:
 - i. Assisting the Student Exchange Coordinator in all her functions, such as:
 1. Archive management
 2. Statistics and reports
 3. Data base management
 4. Keeping Guides, Manuals and Presentations contents updated:
 5. Search information about partner universities.
 6. Other administrative works
2. Profile:

- i. The person must like deskwork and a silent and quite work ambient.
- ii. High capacity of reading and focusing.
- iii. Very ordered, discipline and organized person.
- iv. Spanish B2 & English B2

2. Integration Program Assistant (Buddy Program)

1. Functions:

- i. Assisting the Integration Program Coordinator in all its functions, such as:
 - 1. Helping to host the exchange students.
 - 2. Costumer (student) service.
 - 3. Promoting the Integration Program among the students.
 - 4. New volunteer's recruitment & training.
 - 5. Logistics & administration
 - 6. Organization of activities

2. Profile:

- i. Having interest for the field of hospitality, intercultural integration, tourism and costumer service.
- ii. Be very empathetic
- iii. Spanish B2 & English B2

3. Marketing, Communication & Sales responsible

1. Functions:

- i. Assisting the Director to promote the international programs among the students to increase the number of students participating in them.
- ii. Making market studies and evaluations of results.
- iii. Helping to elaborate and review strategies for publicity and sales.
- iv. Developing advertisement campaigns
- v. Promoting the programs person to person.

2. Profile:

- i. Marketing, administration, business's student.
- ii. Person with strategic, creative, communication and sales skills.
- iii. Spanish B2

4. Graphic communication responsible

1. Functions:

- i. Design infographics, digital brochures, posters, flyers, presentations and web elements.

2. Profile:

- i. Design or communication student
- ii. Advance skills in Photoshop, InDesign e Illustrator.
- iii. Spanish B2 **or** English B2

5. Audiovisual communication responsible

1. Functions:

- i. Taking pictures and film videos
- ii. Editing videos
- iii. Making animated and no animated presentations.

2. Profile:

- i. Advance skills in Photoshop, InDesign, Illustrator y After Effects
- ii. Spanish B2 **or** English B2