



**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 1<sup>st</sup> – July 15<sup>th</sup> / July 1<sup>st</sup> –December 15<sup>th</sup>).
- 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): 1<sup>st</sup> of August till 15<sup>th</sup> of November.
- For the second semester (July to December): 1<sup>st</sup> of March till 15<sup>th</sup> 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 1<sup>st</sup> semester (February – July): 30<sup>th</sup> of November, the latest.
- For the 2<sup>nd</sup> semester (July – December): 30<sup>th</sup> 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