



International Internship IIN2100, 30 sp Våren 2022

Emneansvarlig: Hanne Stavelie

Dagens program

- Informasjon om emnet
International Internship IIN2100
- Hvordan søke – hvordan finne
praksisplass
- Informasjon fra AIESEC
- Informasjon fra Internasjonalt
Kontor: Stipend, lån, forsikringer
- «Plan B»
- Spørsmål

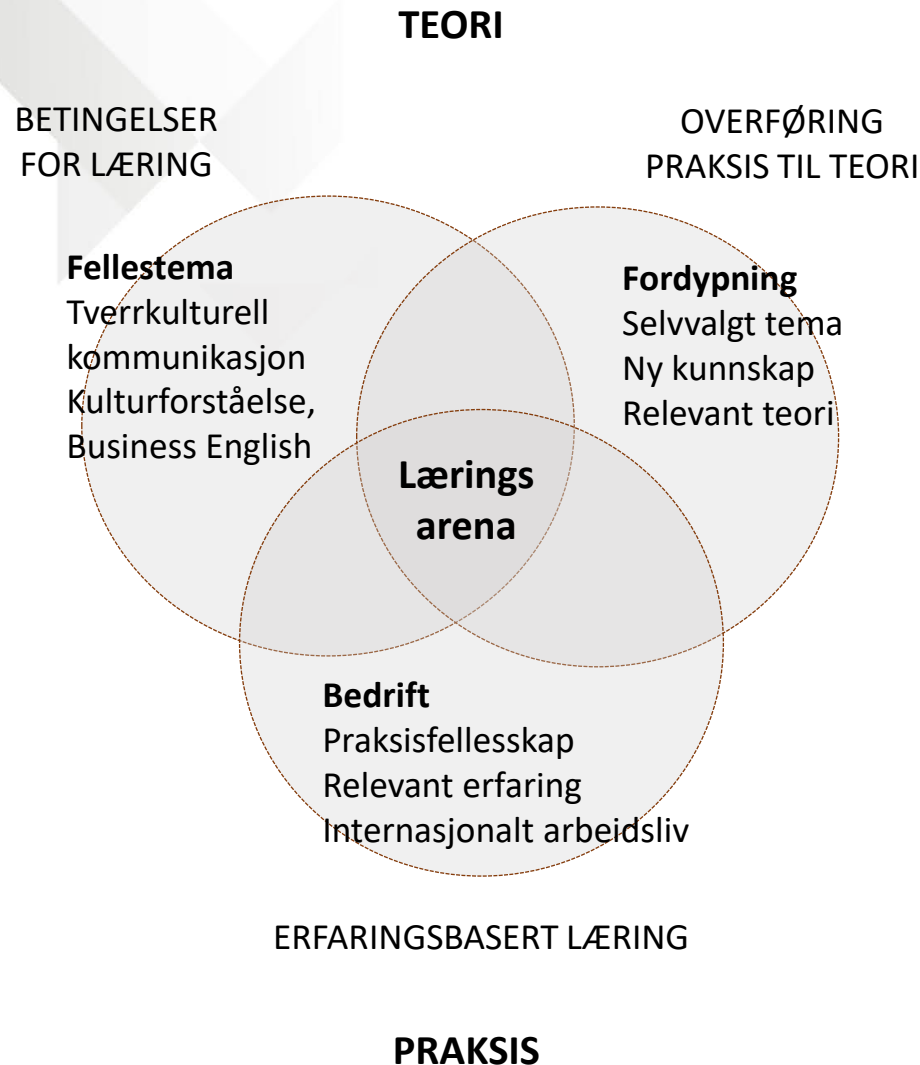


International Internship IIN2100 30 sp

- *International Internship gir internasjonal kompetanse, kulturforståelse og styrker språk- og kommunikasjonsferdigheter. Muligheter til å bygge nettverk gjennom internasjonale kontakter.*
- *Studentene som er i praksis har levert en søknad til høyskolen. De er vurdert og selektert på karakterer og personlig motivasjonssøknad. Studentene finner praksisplass selv i en europeisk bedrift eller de får tilbud om en relevant praksisplass gjennom våre samarbeidspartnere (bl.a. AIESEC, TalentsLabSpain, Thon Hotels Brüssel, Anyday, Odisee).*
- *De skal jobbe med relevante arbeidsoppgaver, men også jobbe med mappeoppgaver underveis og skrive en selvvalgt fordypningsoppgave etter endt praksisopphold. De får undervisning, veiledning og oppfølging fra høyskolen før og underveis i praksisoppholdet. Praksisoppholdet kan studentene legge inn som et Internship i sin CV.*



Internasjonal praksis er faglig og personlig utvikling



Aktiviteter hjemme og ute

- Uke 1-6 Obligatorisk undervisning ved HK – 50 timer (på engelsk)
- Uke 7/8-19 9 uker i praksisbedrift eller mer (minimum 216 timer totalt)
- Uke 10-19 Individuell mappeoppgave i 3 deler (på engelsk)
- Uke 20-24 Veiledning og skriving av fordypningsoppgave (kan gjøres fra utland) (på engelsk eller skandinavisk)



Hvordan søke?

1) Søk IIN2100 i Studentweb 20 september – 1 oktober

2) Søk i RECMAN (Motivasjonsbrev) innen 1 oktober

- Krav: 100 % studieprogresjon
- Opptak baseres på karakterer og søknad, samt muligheter for relevant praksisplass

3) Frist for å skaffe praksisplass: 1. desember (gjærne før!)

- Nøkkelen til å få praksisplass er en overbevisende og profesjonell CV og søknad til arbeidsgiveren – denne må være på feilfritt engelsk og skreddersydd til stillingen du søker! Vi arrangerer derfor, for første gang, eget kurs for dere med førsteamanuensis Alice Tonzig, karrieresenteret og AIESEC!
- Kurs i CV og søknad på internships/praksisplass holdes **20. september kl. 13.00 i zoom** – helt gratis 😊
Ikke glem å delta! (Ta gjerne med utkast til CV på engelsk)

(PS: Det kom spørsmål i møtet om søknad på utveksling vs valgemner – IIN2100 er et valgemne. Man kan søke både om valgemner og om utveksling. Fristen for å melde seg av utveksling er 1. desember.)

Vurdering

- Mappevurdering: 40%
- Fordypningsoppgave - Selvvalgt tema (pensum og/eller studieløpsrelevant) teller 60% av karakter i emnet
- Arbeidskrav: 70% oppmøte på praksissted (216 timer) – fravær må dokumenteres
- Arbeidskrav: 80% oppmøte i høyskoleukene

Roller og ansvar

Student

Studenten skal delta på og produsere følgende:

- *Obligatorisk undervisning* – 50 timer fellesundervisning i forkant av praksisperioden
- *Praksisoppgavens tema* - studenten avklarer fordypningstema for praksisoppgaven innen 3 uker etter oppstart praksisperiode
- *Arbeidstid* - gjennomføre 216 timer arbeid i perioden – i snitt 3 dager i uken over 9 uker (arbeidsplan avtales med arbeidsgiver. Arbeidstid/dager kan forskyves mellom ukene)
- *Mappeevaluering* – 3 oppgaver relatert til praksiserfaringer leveres i praksisperioden
- *Praksisoppgavens skriving* – studenten skal arbeide med oppgaven underveis i perioden. Praksisoppgaven leveres ved semesterets slutt. Det blir gitt veiledning i denne perioden.

Roller og ansvar

Arbeidsgiver

Studenten skal settes i arbeid i en avdeling og med oppgaver som er relevant for studiet. Studenten skal rapportere til en og samme leder eller kollega i hele perioden. Dette trenger ikke være avdelingens leder, men kan gjerne være en kollega. Nærmeste leders/kollegas oppgaver og ansvar:

- Sammen med studenten avklare arbeidsoppgaver i perioden (egne arbeidsoppgaver, oppdukkende- og administrative oppgaver, muligheter for å delta som "observatør", etc.)
- Hvis mulig tildele studenten et *prosjekt* det kan arbeides med gjennom perioden (gjør studenten i større grad i stand til å lede seg selv når det ikke er andre arbeidsoppgaver)
- Følge opp studenten i daglig arbeid på lik linje med andre ansatte i virksomheten
- Gjennomføre to utviklingssamtaler i perioden
- Gjennomføre sluttsamtale
- Skrive en kort sluttevaluering til Høgskolen
- Skrive attest til studenten

Roller og ansvar

Høgskolen

- Emneansvarlig har overordnet oppfølgingsansvar for alle studentene, samt underviser fellestema.
- Emneansvarlig har alt faglig oppfølging- og veiledningsansvar.
- Emneansvarlig gjennomfører veiledning knyttet til den faglige fordypningsoppgaven.

Hvordan finne arbeidsgiver/praksisplass?

- Studentene oppfordres til å finne praksisplass selv (frist 1. desember). Har du kontakt med en potensiell arbeidsgiver, meld inn til praksiskontoret i dette skjemaet: http://bit.ly/hk_int
- Praksisplassen og arbeidsoppgavene skal være relevante for studentens studieløp – praksisplassene må godkjennes av praksiskontoret og emneansvarlig. Student, praksissted og HK inngår læringskontrakt før oppstart
- AIESEC kan bistå med å finne praksisplass i Europa innen blant annet business, markedsføring, entreprenørskap. AIESEC krever en avgift på 6000 kr, men dette inkluderer til gjengjeld gratis bolig og oppfølging mm. Kontakt primært Ahmed Khalied: ahmed.khalied4@aiesec.net, WhatsApp: +20 121 178 8336 (andre kontakter i AIESEC: mahmoudi.raouf@aiesec.net, office@aiesec.no)
- TalentsLabSpain kan tilby praksisplasser i Sevilla, Spania (mot avgift på 350 Euro – bolig kommer i tillegg). Kontakt training@talentslabspain.com (<https://talentslabspain.com>) - se liste over muligheter til slutt i presentasjonen!
- Brüssel, Belgia: Mulighet for praksisplass ved Thon Hotels for hotell- og reiselivsstudenter, 3 mnd. Kontakt henning.friberg@kristiania.no – krever flytende engelsk (gjernede fransk), interesse for bransjen
- Brüssel, Belgia: Mulighet for praksisplass innen ulike fagområder gjennom Odisee høyskole – ta kontakt med CarlJoakim.Gagnon@kristiania.no
- Mulighet for praksisplasser i Thailand gjennom Anyday innen salg- og kundeservice eller sosiale medier (med Erasmus-stipend!): Se informasjon om stillinger og søknad her: https://track.recman.no/job.php?job_id=197800, og https://track.recman.no/job.php?job_id=197801) – studenter må være over 22 år og søke visum ved ambassaden i Oslo, som koster 500kr
- Det tas forbehold om endringer i tilbudet

Vær aktiv i søknadsprosessen!

- Sørg for at din CV og søknadsbrev er feilfrie og overbevisende!

- Delta på kurs i CV/søknad med Alice Tonzig og AIESEC den 20. september kl. 13.00 i zoom!

Karrieresenteret tilbyr også veiledning:

<https://veiledning.kristiania.no/bestilling-av-veiledninger/>

Emneansvarlig: hanne.stavelie@kristiania.no

Praksiskontoret: praksis@kristiania.no

AIESEC Presentation & Opportunities





WHAT IS AIESEC?



WHAT IS AIESEC?

We are a **global, youth-led organization** that strives to achieve *Peace and Fulfilment of Humankind's Potential* by engaging and developing every young person in the world with our unique **Leadership Development Model**.

We develop the leadership potential of youth through



Team Experiences



Global Internships

Presence in

114+

Countries

Experiences delivered

3 people/ Hr

Already Developed

1M+

Since 1948

Active Members

40,000+

Around the world

The AIESEC Way



WE PLACE OUR
CONFIDENCE
IN
Youth
AS THE KEY TO UNLOCK A
BETTER FUTURE.

WE BELIEVE THAT
LEADERSHIP
IS THE
Fundamental
Solution
AND IT CAN BE DEVELOPED IN ANYONE.

AIESEC in Norway



AIESEC in Norway established in **1948**, as a member chapter of **AIESEC International** has been creating a positive impact through international experience centered leadership development to drive this country for the betterment of youth in the future.

The organization is entrusted by many national and multinational organizations to help them gain access to youth opinion, approach top-talents for future recruitment, strengthen their image among youth and position themselves as socially responsible businesses by investing in **youth leadership development**.

Presence in

04

Universities

Active Members

80+

Nation Wide

Presence in Social Media

15k+

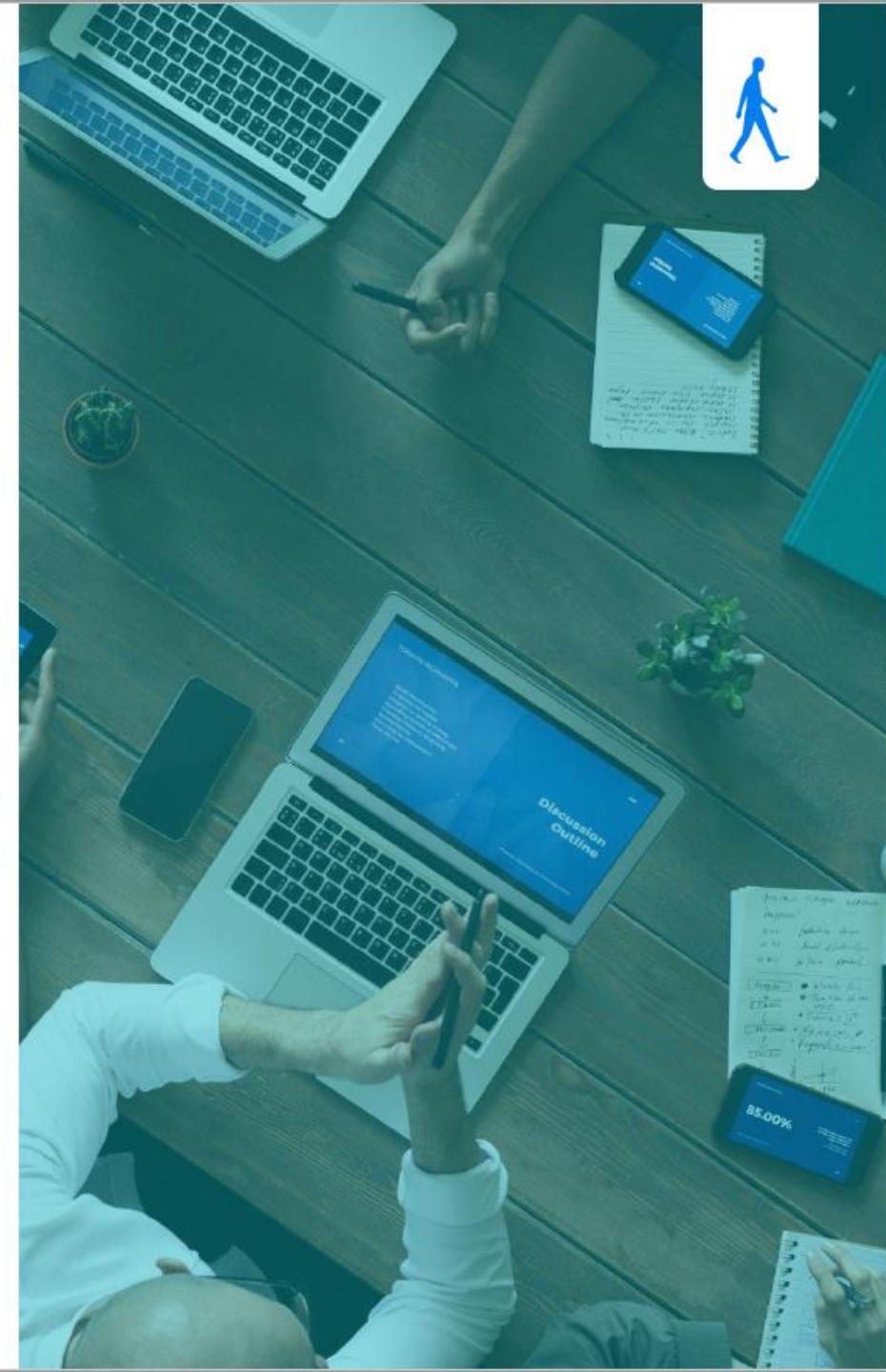
Outreach

What is Global Talent?



Outgoing Global Talent is a Business and Engineering internship experience for young people aiming towards **professional career development** in a global setting.

- ❑ Duration : **6-8 Weeks** (Opportunities can be with either salary or accommodation covered.)
9-78 Weeks (Opportunities should provide at least salary.)
- ❑ Organization : **Company**
- ❑ **Paid**
- ❑ Age : **18-30 years**





Our Value Propositions and Benefits for You

Benefits

- + Apply your skills and knowledge in a practical environment.
- + **International Exposure** - Experience working in new cultures and Industries.
- + Develop your **Leadership** (our programs can help you improve the following leadership qualities: Self-Aware, World Citizen, Empowering Others, Solution Oriented).
- + Receive **AIESEC Support for Selection** (Assistance with your application to opportunities and selection process).
- + Receive **AIESEC Support after Selection** (Visa support, help in finding and providing accommodation, assisting during first day of work).



All opportunities are provided **with a salary.**

Our Value Propositions and Benefits for Youth



Global Opportunity

Expand your horizon by developing your career in a global setting. Work in a whole new environment and culture, while adapting to a local life in another country.



Boost your career

Launch yourself into a challenging role that allows you to gain a professional edge with our partners who are dedicated to provide an enriching experience.



Develop Yourself

Grow and develop develop your leadership competencies and personal skills by going through practical experiences and learning-by-doing.

Program Features



DURATION

6 to 78 weeks



WHEN?

All around the year



WHERE?

Any country without visa restrictions.
(Americas, Europe, Asia Pacific & Middle East)



COSTS TO CONSIDER

Travel, Visa, Food, Medical Insurance



INVESTMENT ADMINISTRATION FEE

6000 kr depending on the duration



Spain



United Kingdom



Belgium



Poland



Lithuania



USA



Serbia



Russia



France



Greece



Egypt



Canada

Few of the
many
countries |
National
Partners



Why AIESEC?



- **Travel, Intern and Explore** with a diverse group of program participants from around the world.
- **Support from the AIESEC network** created by Norway and the host country.
- **Make real impact overseas** by interning in **one of the 1000 projects AIESEC** has to offer.
- Pre-departure **preparation**.
- Help to identify your **personal strength and weaknesses**.



For more details



www.aiesec.no



For more details
Tune in for our social media channels



@aiesecinnorway
office@aiesec.no



Best of Luck!

Current list of opportunities with AIESEC

(Also check for updates with Ahmed Khalied: ahmed.khalied4@aiesec.net)

- Bachelor of Marketing and Brand Management:
<https://aiesec.org/opportunity/global-talent/1273403>
<https://aiesec.org/opportunity/global-talent/1278463>
<https://aiesec.org/opportunity/global-talent/1279180>
<https://aiesec.org/opportunity/global-talent/1278756>
- Bachelor of Marketing and Sales Management:
<https://aiesec.org/opportunity/global-talent/1279265>
<https://aiesec.org/opportunity/global-talent/1270124>
<https://aiesec.org/opportunity/global-talent/1270957>
<https://aiesec.org/opportunity/global-talent/1277986>
<https://aiesec.org/opportunity/global-talent/1269254>,
- Bachelor of Innovation and Entrepreneurship, Bachelor of Digital Business, Bachelor of Business and Administration:
<https://aiesec.org/opportunity/global-talent/1278747>
<https://aiesec.org/opportunity/global-talent/1277662>
<https://aiesec.org/opportunity/global-talent/1270017>
<https://aiesec.org/opportunity/global-talent/1265150>
<https://aiesec.org/opportunity/global-talent/1278303>
- Bachelor of Travel and Tourism Management and Experience Development, Bachelor of Service Management, Bachelor of Hotel Management, Bachelor of Purchasing Management, Bachelor of Human Resource Management:
<https://aiesec.org/opportunity/global-talent/1278821>
<https://aiesec.org/opportunity/global-talent/1268107>
<https://aiesec.org/opportunity/global-talent/1279198>
- Bachelor of Creative Marketing Communications:
<https://aiesec.org/opportunity/global-talent/1278998>
<https://aiesec.org/opportunity/global-talent/1278319>
<https://aiesec.org/opportunity/global-talent/1279079>
<https://aiesec.org/opportunity/global-talent/1269655>
- Bachelor of Digital Marketing:
<https://aiesec.org/opportunity/global-talent/1278500>
<https://aiesec.org/opportunity/global-talent/1279140>
<https://aiesec.org/opportunity/global-talent/1279127>
<https://aiesec.org/opportunity/1279114>

Stipend

- Stipendordning: Erasmus + (kontakt internasjonalt kontor: CarlJoakim.Gagnon@kristiania.no)
- Lånekassen
- Mer informasjon om internasjonal praksis: <https://www.kristiania.no/for-studenter/valgemner-og-praksis/internasjonal-praksis/>



Erasmus+

Forsikring

- Europeiske helsetrygdkort (HELFO)
- Studentforsikring gjennom ANSA
- Se for øvrig: <https://www.kristiania.no/for-studenter/valgemner-og-praksis/internasjonalt-praksis/>

Hva skjer hvis jeg ikke finner praksisplass i utlandet?

- Har du opptak til International Internship, men ikke finner praksisplass, eller av andre gode grunner blir forhindret fra å gjennomføre praksis, er du garantert plass i valgemnet International Business Communication IBS2202, 30 sp (delvis overlappende pensum, undervises på engelsk – emneansvarlig Hanne Stavelie)
- Du kan også få plass på et annen valgemne hvis det er ledig plass

Trenger du mer info om internasjonal praksis ?

praksis@kristiania.no

Har du spørsmål om emnet IIN2100?

Hanne.stavelie@kristiania.no

Trenger du hjelp med CV og søknad?

<https://veiledning.kristiania.no/bestilling-av-veiledninger/>

zoom, telefon eller epost

Har du spørsmål om stipend og forsikring?

CarlJoakim.Gagnon@kristiania.no





TALENTS LAB SPAIN

PLACEMENT DESCRIPTIONS FOR STUDENTS OF KRISTIANIA UNIVERSITY COLLEGE

Below is a description of the companies with which we collaborate in the hosting of ERASMUS+ participants and that could fit in with the relevant sectors of Kristiania University. Some companies may appear in multiple sectors or fields, as they may offer more than one job title.

Each company can host up to two students in each job title. It must be taken into account that some company departments, such as Communication, are growing and updating very often, and can cover many different positions and tasks. Therefore, if the student does not find the desired position reflected in the offer list, it is recommended to consult directly with TLS:

MARKETING AND DESIGN AGENCY

Agency expert in marketing solutions and branding. They are also expert in web application development and internet positioning devices. Their team is always researching and creating new graphical online trends, new marketing strategies and new online trading platforms. They design the branding strategies of businesses.

Depending on skills and interests, interns are offered:

- Developing a strategic plan to gain **brand** value: previous comprehensive understanding of the **brand**, its target market, and knowledge of the company's overall vision
- Strategic brand management: evaluating the strategies of a brand or a specific product
- Research work about their consumer and the target market: lead market and brand analysis
- Developing marketing plans and identifying marketing tactics to build on consumer, shopper and customer insights
- Business communication management
- Design: branding, packaging, graphic design, web design

ONLINE MARKETING AGENCY

Agency expert in **marketing online**. The company staff consists of experienced consultants, engineers and account executives trained in different advertising media (Google, Yahoo, MSN, Facebook, Myspace, ...).

They offer different positions:

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1. Multimedia assistant. Tasks to be performed:

- Graphic designer duties, daily use of several programs from the Adobe Creative package.
- Design work of digital and physical material for both The Salmon Factor and its clients. These creations focuses on the production of banners, flyers, support images for social networks and signage.

2. Community Manager (English mother tongue). They would be responsible for:

- Defining strategies in the network and determine what actions to take.
- Analysis and management of social networks, company profiles.
- Analysis and content management company blog.
- Competitive analysis and industry.
- Promoting our products via social networks.

3. Communication relating to Advertising and Public Relations and Marketing studies. Communication journalism, film, advertising and communication, etc.

MVNO COMPANY

Independent **MVNO** that specialises in data connectivity services for a wide range of companies, from systems integrators and applications developers in the Machine to Machine market, to resellers of data solutions for travellers and enterprises with specific mobile connectivity requirements.

Depending on the activities that are being developed at the time of the participants' stay in this company, and their preferences, all the participants will focus their activities to the following three areas:

1. *Social Media*. The candidate will manage the company presence under the direction of the Media Officer. Tasks include:

- posting to Social Media channels.
- researching relevant material to post to our channels.
- writing content for micro-blogging, linkedIn, FaceBook and Google groups, amongst others.
- being creative in producing content, working with images and graphics, (no software knowledge required).
- research and strategizing related to increasing the company's Social Media relevance and outreach.

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2. Research

- We conduct a lot of ongoing, online research related to markets, trends and analysis.
- Assignments vary and are normally given out by the Group Head of Marketing.
- Software: Good excel and word skills would be a plus, including knowledge of Google docs and sheets.

3. Search Engine Optimization (SEO)

- In an effort to increase our websites' performance, relevant and listings, we do keyword research.
- The candidate will have access to online tools to help with this.
- SEO is a interesting field requiring different and varied strategies. The candidate will work with our Head of User Experience, to improve performance and optimization.
- Website editing on our Drupal, Content Management System

INTERNATIONAL LIFTS COMPANY

Spanish firm that designs, manufactures, sells, installs and maintains its product in more than 80 countries across the five continents. They host different profiles such as: business, administration, sales, marketing, architecture etc. Depending on skills and interests, interns of marketing and sales sector are offered:

- Marketing strategies
- Publishing tasks
- Creation and design of newsletters and bulletins
- Business and customer service
- Customers database management
- Administration tasks
- Contacting English and Norwegian speaker clients to promote their company abroad

TECHNOLOGICAL COMPANY

High-value **technology company** with 11 years of experience in the development and implementation of IoT solutions, cybersecurity, Big Data, and artificial intelligence. The company specializes in large scale, multi-vertical projects that include the design, implementation, and operation of integral solutions, including Safe Cities, Clean&Efficient Cities, Smart Destinations, and Connected Industry.

Depending on skills and interests, interns are offered:

- Proactively seeking out new business opportunities, establishing contacts and building relationships.
- Market research identifying competitors, market trends and contributing

innovative ideas and solutions for the "outgoing" project.

- Collaborating with the technical team and sales team to produce proposals for potential and active international customers.
- Development of your own project on the viability of the company and new business opportunities around the world
- Translating product information
- Detailed development of an excel grid with the expenses of the department
- Management of the company's software, expanding it with new clients and potential clients

TALENTS LAB SPAIN | <https://talentslabspain.com>



INTERNATIONAL FLAMENCO DANCING SHOWS

Agency dedicated to the international promotion and dissemination of flamenco artists, shows and knowledge. At this work placement the participant may carry out the following activities:

- Selling the agency's roster of artists and shows to Opera Houses, Festivals and Cruise Lines
- Establishing new international customers and cooperation and maintaining relationships with existing clients
- Writing newsletters and creating email campaigns, analysing the client's interest and reviewing subscribers via Mail Chimp
- Preparing and assisting in meetings with clients
- Contacting person for enquiries via phone and email
- Translating the company's website into multiple languages
- Managing social media and updating the website with visual content
- Re- designing the company's website

CONSULTING SERVICES

Consultancy and services company where they guide and support to increase the chances of success of a start-up company. They put at disposal of the company their experience and infrastructures to help them succeed. They have workspaces and departments of administration, accounting, marketing and web development at the service of entrepreneurs. These services are essential pieces for a project to go ahead without losing in detail and in the hundreds of tasks and managements in which many entrepreneurs are lost.

Participants willing to assist the marketing and Sales department and, depending on their skills, will carry out, at least, the following tasks:

- Search and design of promotional images
- Creation and design of newsletters and bulletins
- Organization of company orders
- Social network management
- Profile management in LinkedIn International
- Creation and update of database
- Translation of newsletters

Bachelor of Innovation and Entrepreneurship

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TALENTS LAB SPAIN | <https://talentslabspain.com>

Bachelor of Digital Business

ONLINE MARKETING AND WEB DESIGN AGENCY

Agency specialized in marketing online and all activities related to web design, online promotion and data analytics with commercial purpose.

The tasks that the participant may carry out are:

- Web development
- SEO
- SEM
- Marketing online strategies
- Social Networks management
- Digital design
- Programming/designing of websites

TECHNOLOGY CONSULTANCY

Multinational consulting firm that offers business and strategic solutions, development and maintenance of technological applications and outsourcing services.

Depending on the skills and interests of the participants, they may offer a training work place in:

- The Communication field of the company.
- Complex IT projects
- Digital Consulting projects

Bachelor of Business Administration

INTERNATIONAL SALES COMPANY (INDUSTRIAL MATERIALS)

International company focused on the commercialization, distribution and sale of its product in the industrial market. These are possible tasks to be performed at the Administration position of the financial department:

- Input data of the general company management tasks in the company program.
- Input data of purchase orders
- Input data of purchase invoices
- Input data of sales orders
- Input data of sales slips
- Making Offers to new clients. Emails and clients' contact
- Support the administrative and commercial department

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 - Publishing tasks
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Bachelor of Travel and Tourism Management and Experience Development

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LUXURY TRAVEL AGENCY

Company dedicated to offering luxury, exclusive and personalized services for companies and incentives. Tasks to be performed by a trainee at this company:

- Exclusive tailor made journeys management
- Creation, modification and revision of travel itineraries
- Travel budgets management
- Send travel documents to customers
- Correspondence and incoming calls in English and Spanish with correspondents in destination and clients
- Request of flights to the air department and check-in of flights bookings for the clients
- Study of destinations and tourist accommodation and search for information and travel images
- Travel requests and documentation management
- Upload of new customer data into the company's software
- Customer reception activity in a company marketing event

Bachelor of Service Management

F&B ASSISTANT IN A 4 STAR HOTEL, assisting the head of F&B in:

- Planning and forecasting food and beverage orders
- Checking food and beverage supplies
- Tracking and ordering shipments
- Following food, health and safety regulations
- Monitoring the welcome customers
- Planning alternative recipes for clients with special dietary needs
- Always striving for an exceptional customer experience

WAITER IN A 4 STAR HOTEL RESTAURANT, serving foreign clients and helping other waiters, as a runner, when it comes to serving Spanish but the trainee cannot speak Spanish. Tasks:

- Greet and escort customers to their tables
- Present menu and provide detailed information when asked (e.g. about portions, ingredients or potential food allergies)
- Prepare tables by setting up linens, silverware and glasses
- Inform customers about the day's specials
- Offer menu recommendations upon request
- Up-sell additional products when appropriate
- Take accurate food and drinks orders
- Communicate order details to the Kitchen Staff
- Serve food and drink orders
- Check dishes and kitchenware for cleanliness and presentation and report any problems
- Arrange table settings and maintain a tidy dining area
- Deliver checks and collect bill payments
- Carry dirty plates, glasses and silverware to kitchen for cleaning
- Meet with restaurant staff to review daily specials, changes on the menu and service specifications for reservations (e.g. parties)
- Follow all relevant health department regulations
- Provide excellent customer service to guests

Bachelor of Hotel Management

HOTELS AND OTHER TOURIST ACCOMMODATION

Hotels are reluctant to have trainees in various departments. Therefore, the best option for Hotel Management students is to work at the Reception. However, if the student is interested, they can help in other areas when needed and their skills allow. When you train in small tourist accommodation, the opportunities to work in several departments are greater.

As a **receptionist**, you could be:

- dealing with bookings/cancellations
- completing procedures when guests arrive and leave
- choosing rooms and handing out keys
- Answering calls/Wake-up calls;
- preparing bills and taking payments
- taking and passing on messages to guests
- dealing with special requests from guests (like booking theatre tickets or storing valuable items)
- answering questions
- dealing with complaints or problems
- Prepare information about the city
- Prepare the next day's arrival; Rooming; Save room keys
- Save and identify the luggage; Call the taxi for guest;
- Archived documents

Bachelor of Purchasing Management

F&B ASSISTANT IN A 4 STAR HOTEL, assisting the head of F&B in:

- Planning and forecasting food and beverage orders
- Checking food and beverage supplies
- Tracking and ordering shipments
- Following food, health and safety regulations
- Monitoring the welcome customers
- Planning alternative recipes for clients with special dietary needs
- Always striving for an exceptional customer experience

IMPORT MECHANISER ASSISTANT

This job role is helping the team in:

- research on what products and pricing competitors are offering.
- keeping tabs on information coming in from all directions and enter it into computer systems for reference: track inventory, monitor shipments, note pricing, spell out vendor terms, file artwork, process invoices, and handle purchase orders.
- Assembling data on any questions, looking for patterns, and writing reports or creating electronic presentations on their findings. Managing the order process from the moment the sale is made
- ordering at the factory and managing the critical path to final delivery
- liaising with suppliers, factories and clients abroad
- negotiating delivery times

ONLINE MARKETING AGENCY

Agency expert in **marketing online**. The company staff consists of experienced consultants, engineers and account executives trained in different advertising media (Google, Yahoo, MSN, Facebook, Myspace, ...). Among the main tasks of the trainees there are community manager, social networks management (social marketing), and web design. The internships supervisor is expert in the following fields:

International Sales. Channel Management . Strategic Partnerships. Budget Tracking. Demand Generation. Driving Revenue. Customer Acquisition. Lead Generation. Account Management. Team Building. Business Strategy. Business Management. Business Analysis. Customer Relations. E-commerce. Internet. Change Management. Digital Marketing . Advertising. Relational marketing and CRM. Social Media. Negotiation. Social Networking. New Business Development. Outsourcing. Retail. Franchising. Problem Solving. Entrepreneurship. Results Oriented. Mobile Marketing Mobile Devices. Mobile Applications. Telco. Fibre Power Broadband. Digital Entertainment. VAS. Content Management. Interactive Tv Formats. B2B. B2C. SMB. ENT. FMCG. SaaS. Knowledge Transfer.

They offer different positions

1.- *Multimedia assistant*. Tasks to be performed:

- Graphic designer duties, daily use of several programs from the Adobe Creative package.
- Design work of digital and physical material for both The Salmon Factor and its clients. These creations focuses on the production of banners, flyers, support images for social networks and signage.

2. *Community Manager* (English mother tongue). They would be responsible for:

- Defining strategies in the network and determine what actions to take.
- Analysis and management of social networks, company profiles.
- Analysis and content management company blog.
- Competitive analysis and industry.
- Promoting our products via social networks.

3. *Communication relating to Advertising and Public Relations and Marketing studies. Communication journalism, film, advertising and communication, etc.*

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Bachelor of Digital Marketing

MVO COMPANY

Independent **MVNO** that specialises in data connectivity services for a wide range of companies, from systems integrators and applications developers in the Machine to Machine market, to resellers of data solutions for travellers and enterprises with specific mobile connectivity requirements.

Depending on the activities that are being developed at the time of the participants' stay in this company, and their preferences, all the participants will focus their activities to the following three areas:

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Social Media

- The candidate will manage the company presence under the direction of the Media Officer. Tasks include:
- posting to Social Media channels.
- researching relevant material to post to our channels.
- writing content for micro-blogging, linkedIn, FaceBook and Google groups, amongst others.
- being creative in producing content, working with images and graphics, (no software knowledge required).
- research and strategizing related to increasing the company's Social Media relevance and outreach.

Research

- We conduct a lot of ongoing, online research related to markets, trends and analysis.
- Assignments vary and are normally given out by the Group Head of Marketing.
- Software: Good excel and word skills would be a plus, including knowledge of Google docs and sheets.

Search Engine Optimization (SEO)

- In an effort to increase our websites' performance, relevant and listings, we do keyword research.
- The candidate will have access to online tools to help with this.
- SEO is a interesting field requiring different and varied strategies. The candidate will work with our Head of User Experience, to improve performance and optimization.
- Website editing on our Drupal, Content Management System

TECHNOLOGY CONSULTANCY

Multinational consulting firm that offers business and strategic solutions, development and maintenance of technological applications and outsourcing services.

Depending on the skills and interests of the participants, they may offer a training work place in:

- The Communication field of the company.
- Complex IT projects
- Digital Consulting projects

SPORTS SERVICES COMPANY

Private sports services company where the participant can help their team in the design and execution of their offer to their clients:

- *Integrated sports counseling:* physical preparation, sports medicine, physiotherapy, nutrition, sports podiatry, sports psychology and sports coaching.
- *Improvement of health and quality of life:* through the inculcation of healthy lifestyle habits, a good personalized diet and a physical activity adapted to your way of life, guaranteeing that you can meet your goals and objectives.
- *Achieve the optimization of the sports performance of clients:* With the creation of training programs at the physical level and integrated with an intercommunicated procedure between all areas of action, with new technologies, an assessment system under comprehensive sports medical examinations to guarantee this optimization of the athlete according to the needs of their sport and their way of life.

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ELDERLY CENTER

The participant can take practical training in an **Elderly Center**, helping in the design and implementation of activities and workshops with a physical component. These activities will be understood as a set of maintenance and malfunction prevention exercises and will generally be carried out within residential facilities. Other tasks that can be carried out are:

- Collaborate, under technical supervision, provision of hygiene and comfort of the elderly;
 - To monitor and transportation of patients in beds, stretchers, wheelchairs or walking in and out of the establishment;
 - Prepare and wash the material of technical services;
 - Ensuring the maintenance of equipment used in elderly care;
 - Ensure the maintenance of hygienic conditions in the workplace;
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- Proceed to transmission, distribution and delivery of documents, materials and equipment, in or out of service;
 - Proceed with loading, unloading and storage of materials and equipment;