

## Internship positions 2016 - 2017

### General information:

IASP, located at the Technology Park of Andalusia (Spain), offers two 12 month internships from 1<sup>st</sup> September 2016 to 31<sup>st</sup> August 2017, within the Communication & Events and Projects & Services working areas respectively.

This document contains all the relevant information and conditions related to this internship programme.

### IASP at a glance

IASP is an international non-profit association that gathers Science and Technology Parks, Areas of Innovation, Business Incubators, and other institutions and professionals in the fields related to technology transfer and innovation policies. At present, IASP has 397 members in 73 countries, which represent a network of over 128,000 companies. IASP also has a branch office in Beijing (China).

IASP is basically a network, and as such, it functions with great flexibility, as do its staff. The permanent team at our Headquarters is currently formed of eight people covering four main areas: General Directorate, Membership & Administration, Projects & Services and Communication & Events.

Added to this IASP has the three permanent staff in its China Office and also outsources many tasks to a number of professionals that collaborate with IASP on a regular basis: legal issues, accounting and the management of a number of specific projects.

#### Communication and Events at IASP

*The IASP Communication and Events team is made up of three people (including this position) and carries out tasks related to conferences and events, promotional materials and branding, networking assistance, social media, traditional communication and media relations.*

#### Projects and Services at IASP

*The IASP Projects and Services team is made up of three people (including this position) and carries out tasks related to projects, surveys, data analysis, knowledge management, membership services and enquiries.*

The candidates selected for these positions will participate in projects from the different work areas according to need (see pages 3-7 for more details and pages 8-9 for testimonials from past IASP interns).

For full information about our association, please visit our website [www.iasp.ws](http://www.iasp.ws).

### Duration of the internship:

12 months.  
From 1<sup>st</sup> Sept. 2016 to 31<sup>st</sup> August 2017.

### Holidays:

The intern has 22 days of paid holidays within the period of the internship.

### Working hours:

Monday - Friday: from 09:00h to 15:00h.

The intern has a reduced working week of 30 working hours, thus giving him/her more chances to attend Spanish language courses if he/she chooses to do so.

### Location:

The intern will carry out his/her work at the World Headquarters of IASP, located at the Technology Park of Andalusia, in the city of Malaga, Spain.



### The city:

With more than 565,000 inhabitants, Malaga is the second biggest city in Andalusia, a region in Southern Spain. The city and its surrounding area is a major tourism hub, but it has also a large and growing industry, including many technology- and knowledge-based sectors such as IT, software, food industry, electronics etc.

Malaga has a university with more than 40,000 students. The city is also famous for its large number of Spanish language courses available for foreigners, which can be followed either at the university or at many private schools and language centres.

The Technology Park where the IASP office is located is a highly developed area with 620 companies and more than 15,000 people working there ([www.pta.es](http://www.pta.es)).



### Remuneration:

The intern will receive 500 € (net) per month.

It will be necessary for the intern to find his/her own apartment during the 12 months internship period in Malaga. Finding accommodation in Malaga is not a problem due to the large number of international students that come to Malaga every year.

Rent in Malaga is usually around €200 - €300 per month for a single room in a shared flat. IASP will be happy to help the intern, at his/her request, to find suitable lodging during the first month in Malaga (request to be made by mid July). If this is requested, the first monthly salary payment will be 200€ instead of 500€.

The intern must provide for his/her own transportation to and from the IASP headquarters, meals, language courses, accommodation and any other private expenses, as well as the travel expenses to and from his/her home city to Malaga.

### Insurance:

IASP will provide work insurance for the intern against the risk of accidents and third party liability for the entire period of their internship.

The intern, or the organisation that may be sending him/her, must provide insurance to cover medical emergencies or assistance. Such insurance must be valid in Spain.

For more information about Malaga please visit:

[www.andalucia.com/cities/malaga/home.htm](http://www.andalucia.com/cities/malaga/home.htm) | [www.spain.info/malaga.html](http://www.spain.info/malaga.html) | [www.malagaturismo.com/](http://www.malagaturismo.com/)

## What do we offer?

The purpose of this internship scheme is to offer the intern the experience of working in an international organisation whose main activities are business support services for a worldwide network. By carrying out his/her tasks, the intern will be able to apply the theoretical knowledge received during his/her previous education, learn new concepts and develop and improve professional skills.

The exact tasks of this internship are still to be defined, depending on the working areas' ongoing projects and needs from September onwards. However, to give candidates an idea of the tasks, we have listed some examples for each position:

### Communication and Events

Working under the supervision of the Communication and Events team, the intern will gain insight into event organisation and a variety of tasks in the field of communication, such as:

#### 1. Website content and information management

The IASP website is one of the main communication tools of our association. The intern will help in maintaining and updating different sections of the website by selecting and uploading a range of relevant information (news, events, images, etc.), as well as assisting in the development of a new website project.

#### 2. Social media

IASP is active on several social media platforms (LinkedIn, Twitter and YouTube) to increase our worldwide visibility and interact with our members, partners and other innovation actors. The intern will assist in identifying and creating content for the IASP social media profiles (e.g. short articles for LinkedIn, drafting tweets and editing videos for YouTube).

#### 3. Promotional materials

The intern will collaborate in the creation and production of IASP promotional materials to increase the visibility of our association and our members. These materials include the yearly IASP conference poster, a renewed version of the conference brochure or any exhibition material the IASP may decide to make. This task also includes in-house design of electronic flyers, conference programmes and the like, as well as constructing or maintaining databases to store information that could be of interest to IASP (e.g. service providers across relevant fields - event organisers, promotional gifts, web solutions).

#### 4. Award programmes

The intern will assist IASP staff in the management of competition and award programmes at all the relevant stages—set up of the criteria, promotion, collection of proposals, logistics of the award ceremony.

#### 5. Events

Every year IASP organises one World Conference and a number of regional events of our six regional divisions. The intern will assist in tasks related to these events such as liaison with speakers, delegates and paper authors, assist in the preparation of materials and slides, and help with coordinating the logistics of the event with the local organisers.

### Projects and Services

The intern will work under the supervision of the Projects and Services team, gaining an insight into the services we provide to members, and will carry out tasks such as:

#### 1. Projects

IASP participates in a range of projects, from independent consultancy on science and technology parks, to institutional programmes within the official framework of the European Commission. These projects involve a wide variety of tasks including data gathering, surveys, compilations of reports, social media, and project-related event coordination. The intern will assist in these tasks, and will also be responsible for exploring the relevant platforms of the European Commission for new potential projects to participate in.

#### 2. Data entry / Databases

IASP is a knowledge-based organisation and much information is stored in a number of databases. The intern will be responsible for constructing and maintaining these databases and helping IASP to extract and analyse information that could be of interest to our members.

#### 3. Surveys / Statistics

IASP carries out various surveys and the intern will help to organise and analyse the responses and data obtained from these and prepare informative and visual reports from such data.

#### 4. Knowledge room

The Knowledge Room is an online store of documents and information on our industry. The intern will curate this area, and manage the bookstore entries for the documents presented at the IASP World and Regional Conferences and Training Workshops, as well as other publications within our network.

#### 5. Services

IASP has a technology brokerage service, finding innovative and technological proposals within our network. The intern will assist with processing and filtering these proposals and responding to enquiries. The intern will also be involved in other services that IASP provides, drafting texts for mailings requested by our members, collecting replies to special enquiries about the industry, and helping with any other related issues that IASP may be working on.

*The main tasks will be defined at the beginning of the internship according to his/her profile and personal interests and after a meeting with the IASP Chief Operations Officer and the staff of the respective working areas.*

**At the end of the period the intern will receive a diploma from the IASP and a letter certifying the completion of his/her internship period.**



## Who are we looking for?

### Communication and Events (Ref: Intern CE)

#### Profile sought:

We are looking for a University or Higher Education Institution student in:

- Communication and media studies
- Journalism
- Marketing/Advertising studies
- Information management
- International business/relations
- Business administration

...or any other degree/qualification related to the above areas.

#### Essential criteria:

Good command of written and spoken English.

Good computer and internet skills; good knowledge of standard MS Office software and design and image editing software.

Medical insurance for the duration of the internship in Spain.

Please note that the legal framework to which this internship belongs makes it a requisite for the candidate to be a University student (undergraduate).

#### Additional skills:

Knowledge of other languages besides English (especially Spanish) would be an advantage, as would a creative eye/approach, good knowledge of design software (Photoshop, Illustrator, etc.) and video editing programmes, and advanced skills in website content management.

Personal attitude: capacity to adapt to different environments and prior experience living abroad are qualities that will help make the intern's stay with us particularly beneficial, considering the international nature of our network.

### Projects and Services (Ref: Intern PS)

#### Profile Sought:

We are looking for a University or Higher Education Institution student in:

- Business administration
- Economics
- Information management
- International business/relations
- Political sciences
- Sociology

...or any other education related to public policies for economic development, innovation policies, entrepreneurship, etc.

#### Essential criteria:

Good command of written and spoken English.

Proficiency with MS Office software (especially Excel and Access) and the Internet. Knowledge of SPSS and statistic software is desirable.

Medical insurance for the duration of the internship in Spain.

Please note that the legal framework to which this internship belongs makes it a requisite for the candidate to be University student (undergraduate).

#### Additional skills:

Knowledge of other languages besides English (especially Spanish) would be an advantage, as would good knowledge of statistics software (e.g. SPSS), analytic skills and advanced skills in website content management.

Personal attitude: capacity to adapt to different environments and prior experience living abroad are qualities that will help make the intern's stay with us particularly beneficial, considering the international nature of our network.

### Application process

Applications must be submitted **by the 30th of March 2016** using the online *IASP internship application form* available at [surveys.iasp.ws/index.php/475588/lang-en](http://surveys.iasp.ws/index.php/475588/lang-en), clearly indicating which internship position they are applying for. If you have any questions regarding the application, please contact Ms. Carol Engelspach, IASP Membership Secretary at [engelspach@iasp.ws](mailto:engelspach@iasp.ws) (tel: +34 952 028303).

Shortlisted candidates will be invited to a phone interview on 12<sup>th</sup>-13<sup>th</sup> April. Please keep these dates free. As candidates will be notified by email, it is imperative that you provide an email address that is accessed frequently as well as a contact phone number for the interview.

The selected candidate will have to agree to the content of a third party agreement (see annex - IASP Internship Agreement). The agreement will have to be signed by the IASP representative, the applicant for the internship, and the legal representative of the University or Higher Education Institution, before being officially accepted for the internship position.

Send your  
application by  
30 March

Selected  
candidates  
interviewed on  
12–13 April

Final selection by  
end of April

Join the IASP  
team on  
1 September!



## Meet some of our past interns...



"I really enjoyed my internship at the IASP in Malaga, and am glad I had the opportunity to do it. The work itself was varied so I gained experience on a range of different tasks, and at one point or another I worked with every member of the IASP team which was great. It also gave me the chance to fully appreciate the dynamics of the company as a whole, an experience I most likely wouldn't have had if working in a large organisation.

In addition to this, Malaga is a nice city to live in with plenty of things to do and see, while Andalucia as a region is well worth exploring. The great weather was also a highlight!

Overall I would recommend the IASP internship to anyone who wants to have a diverse range of responsibilities in a job with a very interesting international aspect, while also living in a great city on the south coast of Spain."

*Benjamin Smye, UK*

"The IASP internship provided me with a great opportunity to gain professional experience in a truly international and multilingual environment. I felt welcomed by the IASP team from day one and I really appreciated that there was always someone on hand to offer me guidance and support when needed.

Working with the Projects & Services department, I was involved in a range of diverse tasks: from assisting on EU projects to preparing reports for members to maintaining and updating databases with relevant information. One of my favourite tasks was working on IASP's General Survey on the science park industry. It was really interesting being a part of each step of the process from collecting the data to producing graphs for the final report. In particular due to the small size of the IASP team, I felt very involved and that my work was of real value to my colleagues.

I would absolutely recommend the IASP internship scheme to anyone who wants a role involving a variety of tasks while gaining valuable experience working in a friendly and international environment."

*Astrid Vik, Norway*



"Working at IASP was definitely a rewarding experience: I had the opportunity to work on a variety of different projects and to learn more about the world of Science and Technology Parks.

I believe that through my work at IASP I have acquired valuable skills that will undoubtedly help me enter the business world.

Having an IASP internship on my CV has already opened many doors for me, granting me admission to top business schools and interest from large consulting companies such as Deloitte and KPMG."

*Lorenzo Bonetti, Italy*

"The IASP internship provided an excellent opportunity for me to gain hands-on experience in a high-profile international organisation and to be involved in their online and offline communications. I worked closely with the graphic designer on a range of promotional material and even produced my own e-flyers, which enabled me to develop great creative skills. I also maintained the official website, and produced visual and written content for it. One of the tasks that I enjoyed most was assisting with organising international events that are held throughout the year. People at IASP have always been extremely kind and supportive, and we still keep in touch on a regular basis. Plus, Malaga is a very exciting city!

I wholeheartedly recommend the program, it will allow anyone with a passion for communications to be one step ahead of the competition after graduation. Thanks to the IASP internship, I have worked with the likes of The Coca-Cola Company after I finished my studies."

*Andreea Dascalu, Romania*



"The internship with IASP is a fantastic opportunity to experience a truly international working environment. From assisting with the organisation of international events to creating promotional materials etc., the internship programme offers a huge variety of tasks through which I gained skills that will really be of benefit to my CV.

During my time with IASP, I worked individually with each member of staff and benefitted from their industry expertise and professional experience.

I would recommend the internship programme to anyone who is interested in an opportunity to gain international experience and to boost their professional skills, which will ultimately lead to greater employability prospects in the future."

*Matthew Powell, UK*