



IASP International Association of Science Parks
and Areas of Innovation

Internship position 2013-2014 in the field of Services and Communication

General information:

IASP, located at Technology Park of Andalusia (Spain), offers an **11 month internship from 2nd September 2013 to 31st July 2014** at its department of Services and Communication.

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, Business Incubators, and other institutions and professionals in the fields related to technology transfer and innovation policies. At present, IASP has 369 members in 69 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, also in terms of human resources. The permanent team at our Headquarters is currently formed of eight people covering four main areas: General Directorate, Membership & Administration, Projects & Knowledge Management and Services & Communication.

Added to this IASP has the three permanent staff in its Beijing Branch Office and also outsource 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.

Services and Communication at IASP

With a team of 4 people (including this position) the IASP Services and Communication Department carries out tasks related to membership services, conferences and events, networking assistance, communication and media relations.

The candidate selected for this position will participate in projects from the different work areas of the department according to need (see page 3 for more details and page 5 for testimonials from past IASP interns).

For full information about our Association please visit our website www.iasp.ws.

Duration period of the internship:

11 months.
From 2nd Sept. 2013 to 31st July 2014.

Holidays:

The intern has 18 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.

Remuneration:

The intern will receive 600 EURO (net) per month.

It will be necessary for the intern to find his/her own apartment during the 11 months internship period in Malaga. Finding accommodation in Malaga is not a problem due to the large amount of international students that come to Malaga every year. Rent in Malaga is usually around €200 - €300 per month. The IASP will be happy to help the intern, at his/her request to find suitable lodging during the first month in Malaga. If this is requested, the first monthly salary payment will be €300 instead of €600.

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.

Insurances:

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.

Location:

The selected 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:

Malaga has 630,000 inhabitants and is the second biggest city of Andalusia, a region in Southern Spain. The city and its surroundings is a major tourism spot, 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 medium/large university with more than 40,000 students.

Malaga is also famous for its large amount 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 over 532 companies and more than 12,000 people working there (www.pta.es).



For information on Malaga please visit:

www.andalucia.com/cities/malaga/home.htm
www.spain.info/malaga.html
www.malagaturismo.com/

The tasks:

The purpose of this internship scheme is to offer the intern the opportunities of working in an international organisation whose main activities are business support services for a worldwide network. Working under the supervision of the Services and Communication Department, the Intern will get insight into the services we provide to members, event organisation and a variety of tasks in the field of communication.

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 or improve professional skills.

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

1. Website content and information management

The IASP website is one of the main communication tools of our association. The intern will help maintaining and updating different sections of the website by selecting and uploading all necessary information (news, events, images, etc.).

2. Social media

The intern will assist in feeding the IASP social media profiles (e.g. LinkedIn, Twitter or Youtube), updating information and uploading events.

3. Promotional materials

The intern will collaborate in the creation and production of IASP promotional materials, for example, an IASP conference poster, a yearly wall planner and any exhibition material the IASP may decide to make. This task also includes in-house design of electronic flyers, conference programmes and the like.

4. Data entry / Databases

The intern will construct or maintain databases to store useful information that could be of interest to IASP or its members.

5. Events

The intern will assist in tasks related to the organisation of IASP Conferences & Workshops and other events carried out by IASP members with the support of the IASP Headquarters.

6. Online training

As part of our event package, IASP will be launching online training (webinars) as a new service to members in 2013. The intern will assist in the preparation and promotion of these events.

7. IASP logo campaign

The IASP Services and Communication department has recently created a new logo and will run a campaign to incentivise the use of this new logo on our members' websites and other places. The intern will assist with this task, monitoring members' websites and contacting those who still have to update the IASP logo on their web pages.

8. Services

The intern will assist in ongoing tasks within the department, drafting texts for mailings requested by our members, collecting replies to ad hoc enquiries about the industry and helping with any other services 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 Director General and the Director of Services and Communication.

Profile sought:

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

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

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

Requisites:

- High command of written and spoken English.
- Competent with using computers and internet; good knowledge of standard 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 (under-graduate).

Additional skills:

In the selection process, knowledge of other languages besides English (especially Spanish) could be an advantage. The same is the case if the candidate has good knowledge of design software (Photoshop, Illustrator, etc.) and advanced skills in website management and/or social media.

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.

Diploma:

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.

Application:

Applications must be submitted using the attached *IASP internship application form* (Annex 1). Please send it to the attention of Ms. Francesca Antoniazzi, Assistant to the Director of IASP Services and Communication department, before the 4th of April 2013.

E-mail: antoniazzi@iasp.ws
Fax: +34 95 2020464

Shortlisted candidates will be invited to a phone interview on 16th 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* (Annex 2). Such 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.

Meet some of our past interns...

“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



“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



“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



Annex 1:



IASP International Association of Science Parks
and Areas of Innovation

IASP Internship Application Form

(Before filling in this form, please check the internship information on pages 1 to 5)

IMPORTANT NOTICE:

Applications must be sent to the IASP before the 4th of April 2013.
Send them to:

Ms. Francesca Antoniazzi
Assistant to the Director
Services and Communication Dept.
at antoniazzi@iasp.ws
or to Fax: +34 95 2020464

By submitting this form I apply for an internship position at the IASP Headquarters in Malaga Spain, and declare that I know the content of the “IASP Internship Agreement” (Annex 2) and agree with its contents:

Internship period: 2nd September 2013 to 31st July 2014

Personal information:

First name:

Last name:

Gender:

Nationality:

Age:

Date of birth:

Current address:

City:

Postal code:

Country:

Email:

Telephone:

Personal website (optional):

Mother tongue:

Other languages (please specify your level):

Education

(Please specify your academic training/background):

Expected year of completion of your studies:**Work experience:****Motivation:**

(Please explain your reasons for applying for this internship at the IASP Services and Communication department and let us know why you think that you are suitable for this position. Please add any other information about yourself that you may judge relevant for this application):

Personal references:

(Please indicate the names and contact details of the persons that could provide additional references about you, such as tutors, employers, etc.):

University or Higher Educational Institution:

Please indicate your University or Higher Education Institution (for the signing of annex 2 if your application is approved):

You may attach (optional but recommended) your CV and a photo.

I certify that the statements I have made are true, and I authorize IASP to investigate the accuracy and completeness of the information I have provided.

Date:

Signature:

Annex 2:



IASP Internship Agreement

Only to be signed as and when the application is approved by the IASP.

Please note that as the internship will take place in Spain, the official agreement to be signed will be in Spanish. This version in English has been included in order to aid your understanding.

The undersigned,

1. **The International Association of Science Parks** located at 35 calle Marie Curie, 29590 Campanillas, Malaga (Spain) and with VAT number G29758240, hereinafter to be called **IASP**, represented by its Director General, Mr. Luis Miguel Sanz Irles.
2. Mr./Ms. (replace by name & surname of applicant for the internship), domiciled at (replace by full address of the applicant for the internship) and passport number , hereinafter to be called the intern.
3. The (replace by name of University or HEI sending the applicant), located in (replace by city/country), hereinafter to be called the intermediary organisation, and represented for this purpose by Mr./Ms. (replace by name and position).

Declare

That IASP is willing to provide the opportunity for the intern to gain professional experience for a limited period of time, enhancing the knowledge and experience obtained by said intern at the (replace by name of intermediary organisation).

That the intern wishes to undertake this training and professional experience opportunity under the specifications to which this agreement is subject, as detailed in the articles 1-14 on the following pages.

That the intermediary organisation knows the intern and believes that he/she is suitable for this position.

Thus agreed,

in Malaga

date .

Luis Sanz

IASP Director General

Intern

(Replace by name of representative from the intermediary organisation & name of the intermediary organisation)

This agreement is subject to the following articles:

Art. 1

The internship shall commence on the 2nd of September 2013 and terminate on the 31st of July 2014. If the internship is incorporated in number of credits to the academic file of the student, please indicate its number: *(fill out as appropriate)*.

Art. 2

The intern's training project shall fit the main duties included in the internship scheme.

Among other things, the Intern will collaborate in maintaining and updating the IASP website, feeding the IASP social profiles, constructing and maintaining databases, organising IASP events, creating IASP promotional materials. He/she will also assist in contacting the media, responding to member and partner enquiries and participating in tasks related to any other kind of service IASP may decide to offer to its members.

The specific tasks to be carried out by the intern will be assigned at the beginning of the internship according to the intern's profile and after a meeting with the Director of the IASP Services and Communication Department. A small percentage of tasks might also be assigned in order to support the IASP Administrative staff.

Art. 3

Ms. Ebba Lund, Director of the IASP Services and Communication department **and with DNI no. XXXXX**, will be the official tutor and will supervise the intern's activities at the IASP Headquarters.

Art. 4

1. The intern shall observe the existing rules and regulations or instructions as applied to other staff at the IASP Headquarters, as well as refrain from any unsafe conduct or action.
2. IASP is justified in terminating the internship period immediately, if according to IASP the existing rules and regulations, or instructions are not being observed satisfactorily.

Art. 5

The working timetable will be 30 hours per week, according to the schedules indicated in the document "Internship information".

Art. 6

The intern is obliged to inform IASP in case of non-attendance, providing sufficient justification for such fact.

Art. 7

1. The intern will receive a total monthly study grant of 600 EURO, to be paid the last working day of each month.
2. The intern must cover his/her own expenses such as 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.

Art. 8

The intern is entitled to 18 holiday days.

Art. 9

The intern must protect the confidentiality of all IASP internal matters.

Art. 10

The intern shall hand over all IASP correspondence, properties, materials, etc. related to the IASP management at the end of his/her internship period.

Art. 11

IASP will not be held responsible for damage or personal injury which the intern may suffer at the IASP premises or in the execution of his/her duties, beyond the liabilities covered by the personal accident insurance provided by IASP to these effects.

Art. 12

The intern shall hold medical insurance to cover eventual medical emergencies or medical assistance needs during his/her stay in Spain.

Art. 13

IASP needs to process information about staff and interns for administrative and legal reasons. By applying for this internship position and by submitting any personal data, the intern is thereby giving consent for that data to be held and processed for the stated purpose(s). This data will not be shared with any other organisations other than IASP. IASP may only disclose personal information upon request from a court in Spain or any other member state of the European Union.

In the event that the intern should have any questions regarding the privacy policy or would like to exercise their data protection rights (access, rectification, cancellation and opposition) please contact iasp@iasp.ws.

Art. 14

The resolution of any disputes or conflicts will take place in court, in Malaga, Spain.
