

INCREDIBLE INDIA – APPLY FOR AN INTERNSHIP POSITION!

2 Internship Positions at swissnex India – next Openings for June 1, 2013

swissnex India is Switzerland's Outpost for Science, Technology, Innovation, and Arts (www.swissnexindia.org), located in Bangalore, India

Duration 4 to 6 months

Payment approx. INR 60'000 / month

Offers

- Exposure to academic, arts and innovation institutions in India and Switzerland
- Exposure to people and networks in the areas of science, higher education and innovation
- Interaction and learning from a dynamic team with varied experiences and backgrounds
- Development of networking and project management skills
- Work in a multi-lingual and multi- cultural environment (English as official working language)

Tasks

- Work on event planning, management and follow-up
- Support overall operations of swissnex (front desk, general requests, data management)
- Make arrangements for in-house and external events, research topics and identify key partners, set-up exhibits, accompany delegations
- Do research for background information in specific areas
- Other daily tasks such as data-entry, update records etc.

Requirements and profile

- Swiss citizen or legal resident of Switzerland
- University degree (graduated within the last year) or be a current university student studying for a master degree (max. 6 months during studies)
- Interest for international scientific collaboration
- Interest for interdisciplinary projects
- Superior written and oral English language skills
- Innovative and entrepreneurial mind-set
- Open – minded, outgoing personality
- Able to take directions and work in a team environment, but also self-motivating
- Flexible for occasional evening or weekend assignments

Application

Please send your application per e-mail to Ms Janis Barker, Office Manager, (janis.barker@swissnexindia.org) until **February 20, 2013**