

# Internship positions 2020-2021

The International Association of Science Parks and Areas of Innovation (IASP), located at the Technology Park of Andalusia (Spain), offers **three 11-month internships from 1<sup>st</sup> September 2020 to 30<sup>th</sup> July 2021** (shorter placements also available, see page 2 for details), within the Communication, Events and Projects working areas.

This document contains all the relevant information and conditions related to this internship programme. Any additional queries can be sent to [iasp@iasp.ws](mailto:iasp@iasp.ws).

## IASP at a glance

Created in 1984, IASP is an international non-profit association which brings together existing and developing science and technology parks (STPs), areas of innovation (AOIs) and innovation-based business incubators (BICs), as well as R&D institutions, universities, consultants and experts in economic regional development and technology and knowledge transfer. IASP gathers over 350 members in 73 countries, which in turn represent a network of over 115,000 companies, most of them belonging to the innovation and knowledge economy.

IASP is a network, and as such, it functions with great flexibility, as do its staff. The permanent team at our Headquarters (in Malaga, Spain) is currently formed of eight people covering four main areas: General Directorate, Membership & Administration, Projects & Knowledge Management and Communications & Events. IASP also has a branch office in Beijing, China.

The three candidates selected for the internship positions will be based at the IASP Headquarters and involved in one or both of the two work areas below, according to workplace needs and profile of the candidate.

### *Communications & Events at IASP*

*The IASP Communications & Events team carries out tasks related to conferences and events, promotional materials and branding, networking assistance, social media, traditional communication and media relations.*

### *Knowledge Management & Projects at IASP*

*The IASP Knowledge Management & Projects team carries out tasks related to projects, surveys, data analysis, knowledge management, membership services and enquiries about our industry.*

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

## Internship details

*Applicable to all three positions*

### Duration of the internship:

11 months, from 1<sup>st</sup> September 2020 to 30<sup>th</sup> July 2021.

Shorter durations can also be considered (minimum 6 months). If this is of interest, please state this clearly in the application.

### Holidays:

The intern has 20 days of paid holidays (applicable for the 11-month 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 500 € (net) per month.

### Accommodation:

It will be necessary for the intern to find his/her own apartment during the 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 at least one month before the beginning of the internship). 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:

The intern is entitled to receive Spanish state healthcare for the period of their internship and therefore does not require private medical insurance, unless he/she so wish.

## Location:

The intern will carry out his/her work at the World Headquarters of IASP, located at the Technology Park of Andalusia, on the outskirts of Malaga, Spain. The Park is well connected to the city centre by bus line 25.



## 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 635 companies and more than 20,000 people working there ([www.pta.es](http://www.pta.es)).

## 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. The interns will gain insight into a wide variety of tasks across the fields of communication, events and projects. However, to give candidates an idea of the tasks, we have listed some examples for each position:

### Communications intern

#### 1. Website content and media

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

#### 2. Content research and imagery for 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 with preparing photos and images, finding interesting articles to share on LinkedIn and Twitter, preparing draft content and editing videos for YouTube.

#### 3. Promotional materials

The intern will collaborate in the creation and production of IASP promotional materials - both in-house and in collaboration with external suppliers - to increase the visibility of our association and our members. These materials include, for instance, the yearly IASP conference poster, our corporate brochure, promotional videos, electronic flyers, conference programmes, images for use on social media and IASP website, exhibition materials and any promotional gifts the IASP may decide to have. This task also includes working on materials to promote the various projects IASP is involved in, as well as online research and data gathering to identify new suppliers across relevant fields (design agencies, video makers, photographers).

#### 4. Award programmes

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

### Events intern

#### 1. Conference website content and information management

The conference website is created and managed by our local host, but IASP (and the intern supervised by senior team members) is responsible for checking the content, ensuring regular updates, providing relevant content on IASP and checking that the conference app is up to date.

#### 2. Paper selection

The intern will work in close coordination with senior team members in order to ensure a smooth functioning of the IASP conference paper submission platform, helping with the set up at different stages of the process and providing support to authors.

### 3. Transition to a new conference model

IASP is currently transitioning towards a new model in the organisation of corporate events, where the core organisational effort will be anchored at IASP, and all the main tasks will be carried out by our staff in collaboration with a Professional Conference Organiser (PCO). The intern will collaborate on different levels in this transition, helping IASP drafting a new model strategy with the PCO, being involved in correspondence where applicable, establishing procedures for the host bidding process and assisting in this preliminary phase of implementation of new procedures.

### 4. F2F and online events

Every year IASP organises a number of events, both Face-to-Face and online, including a World Conference, a number of regional and project events, training seminars and a webinar series. The intern will collaborate in the coordination and production of IASP materials for events, such as training materials and the like, as well as assist in tasks related to these events such as correspondence with delegates and paper authors, assisting in the preparation of slides, setting up the webinar platform and helping coordinate the logistics of the event with the local organisers.

## Projects intern

### 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 and social media (see [ENRICH in Brazil](#) and [SpaceUp](#) as current examples).

### 2. Knowledge & information management / CRM

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. The intern may also provide support in updating the IASP CRM and ensuring member data is accurate. IASP also has the [Knowledge Room](#), 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.

### 3. Surveys / Statistics

IASP carries out various surveys on a range of topics. The intern will help to prepare the questionnaires using the online software, organise and analyse the responses and data obtained from these and prepare informative and visual reports from such data.

### 4. 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 specific tasks will be defined at the beginning of the internship according to the intern's profile and personal interests and after a meeting with the IASP Head of staff and the team 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?

*Please note that the legal framework to which these internships belong makes it a requisite for the candidate to be a University student (undergraduate).*

For all three positions:

### **Personal attitude**

Proactive and capable of independent work. Curiosity and an interest to learn. A capacity to adapt to different environments and prior experience living abroad are also qualities that will help make the intern's stay with us particularly beneficial, considering the international nature of our network.

### **Communications Intern (Ref: Intern COM)**

Profile sought:

- Communication and media studies
- Graphic design
- Marketing
- Journalism
- Business / Information management
- ...or any other degree/qualification in related or similar disciplines.

Essential criteria:

Good command of written and spoken English, a good knowledge of Spanish will be considered a plus. Good computer and internet skills; good knowledge of standard MS Office software and design and image editing software (Adobe Suite).

Additional skills:

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

### **Events Intern (Ref: Intern EV)**

Profile sought:

- Tourism /hospitality management
- Events management
- Communication and media studies
- International Business
- Marketing
- Information management
- Journalism
- ...or any other degree/qualification in related or similar disciplines.

Essential criteria:

Good command of written and spoken English.

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

Additional skills:

Knowledge of other languages besides English (especially Spanish) would be an advantage, as would attention to detail, a creative eye/approach, previous experience in organising events and managing websites and apps.

## Projects Intern (Ref: Intern PRO)

### Profile Sought:

- Economics
- Statistics
- Business administration
- Technology / Information management
- Computer systems
- International business/relations
- Sociology
- ...or any other degree/qualification in related or similar disciplines.

### Essential criteria:

Good command of written and spoken English.

Proficiency with MS Office software (especially Excel and Access). Experience in using main social media platforms (Twitter, LinkedIn, Facebook, YouTube).

### Additional skills:

Knowledge of other languages besides English (especially Spanish) would be an advantage, as would analytic skills. Previous use and experience of CRM (Customer Relationship Management) and data management systems. Advanced skills in website content management.

## Application process

Applications must be submitted by the 15<sup>th</sup> of April 2020 using the online IASP internship application form available at <http://newsurveys.iasp.ws/index.php/377592?lang=en>, clearly indicating which internship position and duration you 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 an online interview on 23<sup>rd</sup> - 24<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. Technical details about the platform to be used for the online interview will be shared in due time with the shortlisted candidates.

The selected candidate will have to sign an agreement (see annex - IASP Internship Agreement), along with an IASP representative, 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!



“IASP is a truly global networking company, and I particularly enjoyed the international exposure IASP has to offer. From coordinating promotional material with local designers, to hosting IASP members from all over the World are different aspects of the role that I was able to be involved in.

IASP’s staff are incredibly open and welcoming, and all of my colleagues were very helpful when nurturing my working capability throughout the internship. From working at IASP, it has provided me with a great pathway to enter a career within communications and events - and I hope to reconvene with my IASP colleagues in later life.

Malaga is also a brilliant city to live in, and the region of Andalusia has many fantastic places to visit over the weekend. I would recommend the internship to anyone who wishes to experience an international programme and a career in communications, as this is the perfect platform to begin”

Ed Angeli, UK 

“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 programme, 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 

“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 

**...WILL IT BE YOU JOINING  
US IN SUNNY MALAGA?**