

## MEET THE WORLD ON OUR CAMPUS

For more than 50 years, Frankfurt School of Finance & Management has been a leading Business School in providing professional, academic, and executive education to managers and executives as well as financial institutions. Since 2000, Frankfurt School offers on a yearly basis two Development Finance Summer Academies:

- Micro, SME & Housing Summer Academy
- Climate & Sustainable Energy Finance Summer Academy

The Summer Academies target mid- and upper-level management of international finance institutions from around the world as well as other people involved in the relevant area of finance. In the previous year we had participants from more than 50 (mostly) developing countries. Therefore we are looking for interns to support us during the preparation and implementation and reporting of these trainings for the period of three, preferably six month, starting from April 15<sup>th</sup> 2017.

## Internship

### The main tasks include:

- Support during the organization and implementation of the trainings (e.g. organization and accompanying of city tours, field visits and social events)
- Preparation of training materials, setting up of training facilities
- Participants management including support of the registration process, travel and visa support and invoicing
- Support of the evaluation of the courses, as well as creation of a final report

### Qualifications:

- Fluent in English
- Experience in Event-Management
- Strong organizational and communication skills and a professional appearance
- Interested in working in an international environment, as well as in direct contact with our seminar participants from all over the world
- Excellent Microsoft Office skills (Word, Excel, PowerPoint)
- Prior experience (internship or exchange program) in a developing country will be an asset

Please send your complete application (CV and cover letter) with the subject line "Internship Summer Academies" to Ms. Jennifer Schiebel:

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