

## INTERNSHIPS

The positions concern undergraduate and postgraduate students' internship in both research and academic tasks in Units of the Ionian University:

- a) the [UNESCO Chair on Threats to Cultural Heritage and Cultural Heritage related Activities](#) and
- b) the [Hellenic Sinology Center](#).

What can the internship program of the UNESCO Chair on Threats to Cultural Heritage and of the Sinology Center Team offer?

- Training for familiarization with the subject.
- The opportunity to learn to operate in the daily working environment of an interdisciplinary and cross-disciplinary university research Hub.
- The opportunity to develop their professional skills and gain practical work experience in a multinational environment.
- The opportunity to meet Greek and foreign researchers and academics and benefit from their knowledge and guidance.
- The opportunity to meet and connect with other young undergraduate, postgraduate and doctoral students.
- The opportunity to engage with issues of tangible and intangible Cultural Heritage and its protection.
- The opportunity to get to get familiar with China related issues and Chinese culture.

### **We offer:**

- Organized and friendly work environment
- Continuous training
- Development prospects in the industry

### **Required candidate qualifications:**

- Basic computer and network knowledge
- Familiarity with Microsoft Office
- Communication skills
- Teamwork

### **Please note that:**

- The internship in the GeoLab research and educational unit team is full-time (40 hours, 5 days a week).

### **Indicative tasks:**

- Writing research articles, policy papers, concept papers and other written material, such as briefing papers/memo/talking points /speeches /documents /newsletters / presentations.
- Conducting thematic research, assisting in reviewing legal documents and preparing legal opinions, assisting in media monitoring or conducting research and/or financial analyses;

- Supporting communication-related events/outreach activities, such as website updates, compiling brochures and leaflets, and creating audiovisual content for social media;
- Supporting the organization of events, meetings, regional workshops, press conferences, round tables and other conferences;
- Participating in meetings of the research unit bodies, taking minutes, drafting protocols;
- Supporting daily operational activity (human resources, travel/procurement management, information and communication technology).
- Support in the preparation of trips, meetings and visits to countries by drafting background documents, dealing with any logistical arrangements and communicating with the university or organization services.

Both Units are located in the old town of Corfu (“Palazzo Tribunale”, Town Hall Square) with an office and in the complex (campus) of the P. Psychiatric Hospital, Saroko Square of the Ionian University.

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