

Internship Program (March 2021) Announcement for Yonsei University

Catalonia Trade & Investment (Korea Office)

Government of Catalonia

■ About us:

Catalonia Trade & Investment is a governmental agency dedicated to helping Catalan companies, startups and technology centers compete globally. Our endeavor is to foster internationalization, innovation and promote inward investment to Barcelona and Catalonia. We count with 40 branch offices worldwide, covering a range of 100 markets and our headquarters are in Barcelona City. We offer field-based trade, investment and innovation counselling and advocacy and customized solutions to enter markets.

■ Program Details:

- **Position:** Intern.
- **Number of Recruits:** 1 person.
- **Location:** Leema Bldg, 42, Jong-ro 1-gil, Jongno-gu, Seoul, 03152, Republic of Korea.
 - *Following the Government safety guidelines and our internal protocols, teleworking may be required.*
- **Work Hours:** Monday to Friday. Flexible (minimum of 4 hours per day).
- **Duration:** From 2 March 2021 (from 3 to 6 months).
 - *Work hours and Duration could be negotiated during the interview.*
- **Compensation:** This position is voluntary and unpaid.
- **Academic Credit:** Internships are adjunct to an applicant's education, and the student may earn academic credit for this experience depending on his/her university's policy. Please contact us directly to verify the eligibility.

■ Duties and Responsibilities:

- An internship with the Korea Office of Catalonia Trade & Investment offers the opportunity to become familiar with project-based field work of international business.
- The intern helps organize and implement a project, helps with research and reporting requirements, data entry and communicating with companies in Korea.
- The Internship Program aims to provide university seniors with "hands-on" experience working for Catalan and Korean companies.
- The program is uncompensated and designed to encourage students to consider careers in the international business field.

■ Requirements:

- University student majoring in **Business Administration/Economics** is preferable.
- Legally eligible to work in Korea.
- Excellent writing and communication skills.
 - **Fluent in Korean.**
 - **English or Spanish** in the communication level is required.
- Proficiency in using MS Office.
- **Good organization and time management.**
- Capable of working efficiently and effectively under minimal supervision.
- **With a positive work attitude** and able to communicate well with colleagues and clients.
 - *Please note that our internship program requires a cooperation agreement (MOU, etc.) with your university. It is under your responsibility to check this issue with your university and initiate this procedure if needed.*

■ Tentative Timeline:

- **Announcement:** Jan 14, 2021
- **Application Deadline:** Feb 7, 2021
- Internal Revision: Feb 8 - 14, 2021
- **Invitation to Interview:** Feb 15, 2021
- Interviews: Feb 18 - 19, 2021
- **Notification:** Feb 22, 2021
- Start: Mar 2, 2021

■ How to Apply:

- **Required Documents** (*free format, no more than 1 page for each document*):
 - **CV or Resume (English & Korean).**
 - **Cover Letter (English & Korean)** describing your qualifications, objectives, understanding of the Catalonia Trade & Investment agency and motivation that leads you to apply for our internship program. *This is considered as one of the essential factors in selecting our intern.*
 - **Certificate of Enrollment (Korean).**
 - **Recommendation Letter (Korean)** from a supervisor, tutor, professor, dean of the faculty, or previous employer. *This document is not mandatory but desirable.*
- **Submission Deadline:**
 - All applications must be **submitted online** (seoul@catalonia.com) by **7 Feb 2021 (23:59h)** with “*Catalonia Internship Mar 2021 – [Name]*” in the subject header and only in word or pdf format (**not zip compressed**).
 - Only selected candidates will be contacted for an interview.
 - Any of the submitted document will not be returned.

■ Contact Us:

Direct all questions regarding the internship program to seoul@catalonia.com / 02-782-8280.