Internship offer for Ersamus+ students at the Centre for Entrepreneurship and Technology Transfer of the University of Zielona Góra

1. Receiving unit: Centre for Entrepreneurship and Technology Transfer UZ
2. Number of people to be admitted in the academic year: 1
3. Period: 3 months
4. Hours per week: 40
5. Internship program:
   - Occupational health and safety training
   - Getting acquainted with the organizational structure of the unit and the CPTT UZ regulations
   - Getting acquainted with the regulations of works commissioned on the basis of documentation:
     - registration of work in the Central Register of Commissioned Work
     - formal and accounting verification.
     - coordinating the course of documentation at every stage of work
     - - archiving documentation
   - Getting acquainted with the university's office instruction, a non-journal office system, based on a list of files.
   - Performing office activities:
   - collecting and delivering correspondence and parcels to office points,
   - opening, checking and registering documentation coming in and going out of the unit
   - registering cases, keeping lists of cases and marking letters with the case mark,
   - setting up case files,
   - archiving documentation
   - assistance in the preparation of letters
   - familiarization with the regulations of public procurement at the University of Zielona Góra and preparation of descriptions of the subject of the contract necessary to conduct the tender procedure,
   - conducting market research, preparing requests for proposals and collecting offers for orders, preparing notes on the basis of them from the contract value estimation.
   - processing data for surveys
   - familiarization with regulations covering copyright and related rights and intellectual property protection;
   - assessment of the commercialization potential of solutions based on an interview with the creator, the QuickLook and InDepth methods;
6. The internship includes activities related to digital skills: web service, social media
7. Foreign language: English