

PROGRAM STAŻU

Nazwa podmiotu oferującego staż
IBM GSDC Polska Sp. z o.o.
Miejsce odbywania stażu
ul. Muchoborska 8, 54-424 Wrocław
Stanowisko, obszar działania
Communication Team Support Position description: Work in a global environment, in multinational team. Supporting internal communication, marketing and employer branding activities. Preparing documentation and reports for Delivery Centre itself. Updating data. Number of places for students/ graduates UE: 1
Termin
Obszary merytoryczne, z którymi student ma szansę zapoznać się podczas odbywania stażu. Czego Student może się nauczyć. Jakie kompetencje może rozwijać.
<i>Phase 1 - IBM Organization introduction</i> <ul style="list-style-type: none">• Introduction to Delivery Centre Poland• Organization procedures and processes• Delivery Centre Poland management structure• Key roles and team responsibilities <i>Phase 2 – IBM business environment, tools introduction</i> <ul style="list-style-type: none">• Setting up the work environment

- Lotus Notes and Team Rooms accesses set up
- Education introduction specific to GSDC

Phase 3 – Reports and documentation

- Support in preparing the reports for Delivery Centre
- Supporting internal communication, marketing activities, employer branding

Harmonogram z propozycją liczby godzin oraz zakresem zadań merytorycznych w ujęciu tygodniowym. (24-30h pracy stażysty w tygodniu).*

Tydzień 1	introduction @IBM, workplace set up (accesses etc.),
Tydzień 2	introduction @IBM, workplace set up (accesses etc.), responsibilities handover, Education environment introduction,
Tydzień 3	Support in preparing internal communication documents
Tydzień 4	Support in preparing internal communication materials (such as newsletter and w3 articles)
Tydzień 5	Support in preparing internal communication (making articles, record videos with clients and managers)
Tydzień 6	Support in preparing internal communication documents, support in coordination of conferences and placing content on IBM GSDC facebook webpage
Tydzień 7	Support in preparing internal communication documents, support in coordination of events (in cooperation with Diversity Team and HR)
Tydzień 8	Support in preparing internal communication documents, support in coordination of conferences, support in organizing employer branding events
Tydzień 9	Creation of internee own project regarding onboarding and entering IBM

Tydzień 10	Creation of internee own project regarding onboarding and entering IBM
Tydzień 11	Support in preparing internal communication documents, support in coordination of conferences, support in organizing employer branding events, Social Found support
Tydzień 12	Support in preparing internal communication documents, support in coordination of conferences, support in organizing employer branding events, Social Found support
Wymagania stawiane kandydatom	
Rok studiów	ostatni rok studiów I stopnia, ostatni rok studiów II stopnia, absolwent do 6 miesięcy
Kierunek studiów	Business Administration, International Business, Economic Sciences, Management
Znajomość języków obcych	good knowledge of English
Profil kandydata (oczekiwane kompetencje)	Good communication skills, High involvement in the execution of duties Good self-organization ability to work with multiple tasks ability to work under pressure with a lot of short-term jobs
Inne	Knowledge of digital divices and social media would be a plus
Dodatkowe informacje	
-	
Dane osoby odpowiedzialnej za rekrutację (imię, nazwisko, stanowisko, e-mail, telefon)	
Joanna Ciolek Communication Leader Monika.szulcpl.ibm.com	
Określenie potencjalnej możliwości podjęcia zatrudnienia po odbyciu stażu	

Potentially yes.

Podpis osoby reprezentującej Pracodawcę

Akceptacja Menedżera projektu

** IBM GSDC Sp. z o.o., reserves the right to amend or withdraw the internship program. The internship program is the intellectual property of the company and cannot be shared or distributed to any third party at any time.*