

Vacancy for Internship in Durham University Business School

International Relations Assistant internship

Preferably 10 months beginning October 2017

Durham University Business School is an international business school offering undergraduate, postgraduate and post-experience programmes. It is part of Durham University, the third oldest in England and firmly established within the top 10 universities in the UK.

Internationally accredited, Durham University Business School is proudly integral to one of the world's prestigious universities. Our vision is to lead business thought and practice to improve global wealth and well-being.

We run eight International Study weeks, a dissertation abroad programme and attendance at summer schools abroad. Each year our mobility numbers for student and staff are rising. This is where we need you:

We are looking for an office intern helping us to work on the international mobility services for our postgraduate students. You should be an advanced Bachelor (3rd or 4th yr) or Master Student.

Tasks:

- Assisting us with events related to the various postgraduate international mobility programmes. i.e. International Study Weeks, exchange programmes, International electives/visits and Summer Schools.
- Assisting us in promoting Masters / MBA student mobility options.
- Assisting in promoting student engagement with Masters / MBA mobility options e.g. via DUO, events.
- Assisting us in preparing promotional material in English e.g. website, poster, flyer, handbooks, etc.
- Assisting us with the evaluation of incoming and outgoing international study programmes and student exchanges.
- Assisting us in maintaining communication with our International partners e.g. events, newsletters.
- Assisting in maintaining up to date information about our international partners e.g. survey results, data-sheets.
- Assisting us in organising events, visits and meetings.

Competences:

- Fluency in English written and spoken (C 1 or TOEFL online min. 90, IELTS min. 7)
- Experience in international relations in higher education
- Ability to work in an autonomous and proactive way with large groups of international students
- Previous study abroad experience of at least one semester
- IT-literacy (MS office, social media)
- Ability to motivate oneself, overcome (perceived) obstacles, intercultural awareness
- Communication skills

What we offer:

- Free participation in our welcome days, orientation week and sample lectures
 - Free participation in our guest speaker seminars
 - Lots of fun with other international and English students
 - Working in a friendly team
 - A final certificate / Letter of Recommendation about your internship
 - But: ... no salary as such.
- Student status is required as well as an Erasmus internship scholarship.

If you are interested please contact Lourdes Watts at lourdes.watts@durham.ac.uk

Applications to be received during August (CV and covering letter) and early September with a Skype interview for interested applicants.