International Association of Universities (IAU)

INTERNSHIP POSITION:

Intern - Events and Projects

What: Internship **Where:** Shared offices are located in Paris, France **When:** 17 June to 17 December 2024 **Topic:** IAU Events and Projects **Remuneration:** 4,35 € per hour (35 hours per week)

Host profile:

Created under the auspices of UNESCO in 1950, the International Association of Universities (IAU) is an independent NGO with over 600 Member universities and organizations in 120 countries. The IAU Secretariat is based at UNESCO headquarters in Paris, France. The IAU serves the global higher education community by offering opportunities for exchange and collaboration, advisory services and training, trends analysis and specialized portals. Through its established partnerships with international organizations, the IAU promotes the interests of its Members and the importance of higher education, placing particular emphasis on values and leadership. More information: www.iau-aiu.net

Internship description

The successful candidate will work on the preparation of the IAU 2024 International Conference. Responsibilities will include making contact with participants from around the world, preparation of communication campaigns and maintaining the conference website. Furthermore, the successful candidate will work on membership development in relation to the Conference.

According to the time available, the successful candidate will also have the opportunity to support the work on Digital Transformation which includes supporting data collection of the Global Survey on Digital Transformation; participating in the organization of the meetings of the Expert Group on Open Science and other tasks in the field of Digital Transformation.

Focus of the internship

Every year, the IAU holds an **International Conference**, which constitutes a forum for IAU Members and beyond, to meet, exchange and network and debating a topic related to higher education. This year's conference is devoted to the theme: *University Values in a Changing World*. IAU expects among 200-300 participants from some 80 countries around the world to join the conference at the Sophia University in Tokyo, Japan.

The intern will support the conference preparations through a variety of tasks, but most particularly:

· Liaise with participants
· Manage event registrations
· Prepare communication campaigns to mobilize participants
· Update and maintain the conference website
· Develop various documents in preparation of the conference
· Begin building the 2025 conference website

According to the time available, the intern will also be able to contribute to various tasks related to the activities under the strategic priority on Digital Transformation of Higher Education.

Location of the internship:
UNESCO House, 37 rue Bonvin, 75015 Paris, France.
Presence in the office in Paris is required, but IAU offers the possibility to work from home 1 day per week.

Desired educational background:
Master's student in the Social Sciences and Humanities, a strong interest in higher education.

Desirable skills:
- Good communication and drafting skills
- Good level of IT literacy (Knowledge of Microsoft Office and webpage updates)
- Organization and planning
- Good interpersonal skills
- Ability to work independently on various tasks

Language requirements:
- Fluency in English is required and knowledge of French would be an asset.

Other requirements:
- Administrative permit to undertake an internship in France
- Possible relocation costs to Paris cannot be covered by IAU
- Enrollment at university for internship agreement (Convention de Stage)
- Proof of insurance during study year is mandatory

To apply:
Please submit a CV and cover letter to Trine Jensen, Manager, HE & Digital Transformation, Publication and Events, t.jensen@iau-aiu.net with the subject line «*Events Internship*» by **15 March 2024,** yet candidacies will be considered on an ongoing base.