

## International Association of Universities (IAU)

### INTERNSHIP POSITION: *Intern - Programme Assistant*

<b>What:</b>	Full time Internship
<b>Where:</b>	Paris, France (75015)
<b>When:</b>	1 August 2019 - 20 December 2019
<b>Topic:</b>	IAU International Conference (Puebla, Mexico) & Higher Education and Research for Sustainable Development (HESD)
<b>Remuneration:</b>	Approximately 500 € net per month

#### **Host profile:**

Created under the auspices of UNESCO in 1950, the International Association of Universities (IAU) is an independent NGO with over 650 Member universities and organizations in 120 countries. The IAU Secretariat is based at UNESCO headquarters, in Paris, France. 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, IAU promotes the interests of its Members and the importance of higher education, placing particular emphases on values and leadership. More information: [www.iau-aiu.net](http://www.iau-aiu.net)

#### **Internship description**

The successful candidate will work on the preparation of the IAU 2019 International Conference including contact with participants from around the world, preparation of communication campaigns and maintaining conference website up to date.

Further, the successful candidate will work on the development of the IAU Higher Education and Research for Sustainable Development global portal: [www.iau-hesd.net](http://www.iau-hesd.net) and with the new IAU publication series on the Sustainable Development Goals. The intern will also help with the analysis of the new IAU Global Survey on HESD.

#### **Focus of internship**

Every year, 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: *Transforming higher education for the future*. IAU expects among 200-300 participants from some 80 countries around the world to join the Conference in Puebla, Mexico.

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

- Liaise with participants

- Prepare communication campaigns to mobilize participants
- Update the conference website and build 2020 Conference website
- Develop various documents in preparation of the conference

**“Higher Education and Research for Sustainable Development (HESD)”** is a priority theme on which the IAU works since the adoption of the [IAU Kyoto Declaration](#) in the early 90s. You can learn more online about [our strategy for HESD](#), and download the [IAU Iquitos Statement on Higher Education for Sustainable Development](#).

The intern will work on the development of the portal and help monitor IAU Members’ activities related to higher education and research for sustainable development. He/She will carry out the following activities:

- Help analyze the results of the IAU Global Survey on HESD
- Draft articles and university and organizational profiles for the portal
- Update the global HESD calendar of events
- Assist with social media (IAU HESD twitter account)
- Desktop research about institutions’ innovative work on sustainable development
- Assist with the coordination of the publication series on the Sustainable Development Goals
- Occasionally support other activities of the IAU

**Location of the internship:** UNESCO House, 1, rue Miollis, Paris, France.

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

**Required skills:**

- Good communication and drafting skills.
- Knowledge of Microsoft Office; web development
- Knowledge of Drupal and social media is an asset.

**Language requirements:**

- Fluency in English is required and some knowledge of French would be an asset.

**Other requirements:**

- Enrollment at university for internship agreement (Convention de Stage);
- Insurance during study year;
- Residence permit for France for the duration of the internship (IAU does not provide financial nor administrative support for visa applications).

**To apply:** please submit a CV and cover letter to Stefanie Mallow, Programme Officer, [s.mallow@iau-aui.net](mailto:s.mallow@iau-aui.net) with the subject line «*Internship Opportunity*» by **15 May 2019**.