

Internship 2024

Social Media & Event Management

New York | Berlin



Description

The UAS7 Liaison Offices in New York and Berlin are seeking a highly motivated student interested in the field of higher education management and international educational exchange. UAS7 is a strategic alliance of seven leading Universities of Applied Sciences in major German cities committed to excellence in teaching and research. While UAS7 Berlin coordinates most UAS7 internal and external German (and South American) networking activities, the New York Liaison Office is responsible for the representation of the alliance in the US and Canada, the coordination of study-abroad programs and the establishment of partnerships with academic and non-academic organizations. An internship at the UAS7 Liaison Offices will provide the intern with practical experience in project and event management and knowledge of the work processes, academic management, and international exchange. Working languages will be English and German. While strong business writing skills are required in German, interns will have the opportunity to strengthen them in English. The intern's responsibilities will depend on current projects and may include, but are not limited to:

Public Relations

Researching and drafting news items for UAS7 social media and new / revised website content, maintenance of UAS7 website, monitoring and communication with third-party organizations that reach our target audience.

Event Management

Preparation, co-organization, and assessment of UAS7 events.

Project Work

Providing support to US-American and Canadian students who apply for scholarships and UAS7 programs, supporting the placement of German students at partner universities. Projects will be tailored to the intern's skills and experience whenever possible, but all interns will gain experience in multiple areas of UAS7 NY activities.

Eligibility & Qualifications

- Student at UAS7 member institution in business, marketing, communications, IR, design, etc.
- Excellent spoken and written English and German
- Minimum age: 21
- Interest in international affairs and higher education

Useful Skills

- Graphic design
- Marketing & communications
- Excel, Powerpoint
- Social media
- Zoom, Google docs

About the Internship

- Approx. 6 months, beginning August/September 2024
- 40 hours per week
- Liaison Office New York, with 1-3 weeks in advance at the Berlin Office
- Logistical Support: \$850 per month
- We pay for J-1 Visa costs, if applicable

Application

- Cover letter, including motivation statement and relevant qualifications, as well as resume as one pdf
- Apply from your university email address!
- Please submit to: Patrizia Nobbe, PhD: info@uas7.org
- Apply by: **November 10, 2023**