

Virtual Internship

Berlin | New York

UAS7

GERMAN UNIVERSITIES OF
APPLIED SCIENCES

www.uas7.de | www.uas7.org



@uas7alliance

YOU

- Student at UAS7 member institution
- Excellent spoken and written English and German
- Minimum age: 21
- Interest in international affairs and higher education
- Independent thinker, who is highly organized

Duration & Locations

- 6 months
- Beginning Sept. 2021 (flex.)
- 40 hours per week
- Mostly virtual, with option to spend 2-3 months at the Liaison Office New York, if permissible

Application

- Cover letter, including motivation statement and relevant qualifications
- Resume
- Both documents should be sent as a single PDF file
- Deadline: Consult your International Office

Useful skills

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

Compensation

- \$850 per month
- J-1 Visa costs, if applicable

Submission

Please submit the application to your International Office!

Description

The UAS7 Liaison Offices in Berlin and New York 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 scientific and educational 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.

NOTE

This opportunity is designed to provide students with international experience during the ongoing Corona crisis. Once selected, we will provide you with a personalized online internship plan. Weekly online meetings will serve as steady points of connection.