



17.06.2024

Internship opportunity at the International Association of Universities (IAU)

Host profile

IAU, founded in 1950, is the UNESCO-based worldwide association of universities. It brings together institutions and organizations from around 120 countries for reflection and action on common concerns and collaborates with various international, regional and national bodies active in higher education. Its services are available to organizations, institutions and authorities concerned with higher education, as well as to individual policy and decision-makers, specialists, administrators, teachers, researchers and students. Please consult the IAU Website (www.iau-aiu.net) for further information on the IAU.

Main focus of the internship

The intern will be working on tasks related to the IAU thematic priority [Higher Education and Research for Sustainable Development \(HESD\)](#) and IAU Communications.

For **HESD**, work assignments will include:

- Content creation and technical development of the [IAU Global Portal](#) on Higher Education for Sustainable Development,
- Support with communication with the [IAU Global Cluster on HESD](#) Network and partners,
- General preparation of HESD projects,
- Desk-based research and communication-related tasks.

For HESD-related tasks, the intern will be reporting directly to the IAU Programme Officer, and possibly coordinate with other members of the secretariat.

For **Communications**, work assignments will include:

- Coordination with IAU Secretariat staff to plan and create content for social media,
- Post planning and scheduling for social media (LinkedIn, possibly develop a presence on Facebook),
- Engagement with partners and IAU Members on social media,
- Copy editing and review of [IAU Newsletter](#).

For Communications-related tasks, the intern will be reporting directly to the IAU Communications and Media Officer.

Monitoring and evaluation plan:

The intern will have weekly meetings with the supervisor(s) to discuss advancement on the projects and tasks as assigned. At the end of the internship period, there will be an evaluation of the work done and an opportunity for the student to voice her/his comments on the internship, which will result in a short report to be returned to the IAU as host organization.

Location of the Internship: IAU at UNESCO House, [1, rue Miollis, Paris, France](#) (in-person)

Start month: September 2024

Duration: 4 to 6 months; 35 h/week -full-time

Remuneration and Benefits: Remuneration according to French student [internship law](#): 4,35 €/h. The intern will also benefit from 50% of transportation costs covered within the Ile de France region.

Profile:

- **Desired educational background:** Social sciences, languages, international relations, communications, sustainable development, knowledge and interest in themes related to higher education and international cooperation,
- **Enrolled as a student** in the final year of undergrad studies or postgraduate level (MA),
- Previous internship experience in an international team is an asset.

Required skills:

- Excellent communication and drafting skills,
- Ability to work independently on various tasks, and report back to the Supervisor,
- Good knowledge of Microsoft Word and Excel,
- Previous experience with content management systems (CMS); communication and graphic design tools would be an asset,
- Familiarity with social media (LinkedIn, Facebook, etc.),
- Language requirements: excellent level of English, and good knowledge of French or another UN language would be an asset.

To apply, please send your **CV and motivation letter** (max. 1 page) in English to: Margaret Harris, Communications and Media Officer (m.harris@iau-aiu.net) (cc Isabel Toman, Programme Officer (i.toman@iau-aiu.net)) no later than 15 July 2024. Applications will be reviewed on a rolling basis.