



08.12.2023

## Higher Education Communications and Media Internship Opportunity at the International Association of Universities (IAU)

### Host profile

IAU, founded in 1950, is the UNESCO-based world-wide association of universities. It brings together institutions and organizations from some 150 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](http://www.iau-aiu.net)) for further information on the Association, its activities, programmes, objectives and services.

### Main focus for the internship

IAU works to enhance higher education community's role and actions in advancing societies worldwide. The IAU Secretariat works with four strategic priorities: Globally-engaged and Value-based Leadership; Internationalization for Society and the Global Common Good; Higher Education and Research for Sustainable Development; and Digital Transformation of Higher Education. The Association fulfils its goals through: advocacy, acting as a standard setter, developing a knowledge hub, capacity building, and promoting international collaboration.

In view of this, it is critical for the Association to effectively communicate on its actions and values. Currently, the Secretariat is working to revitalize its communications strategies and channels. Reporting directly to the IAU Communications and Media Officer, the successful candidate will be invited to work on a series of projects developed by the IAU to further the voice of the IAU and the global higher education community.

Work assignments will include:

- Content creation and technical development of the IAU website,
- Development of social media strategies and posts,
- Support communication with the IAU Members and partners,
- Liaison with higher education institutions from around the world,
- Desk-based research and communication related tasks.

**Location of the Internship:** IAU at UNESCO House, 1, rue Miollis, Paris, France OR Online OR Hybrid

**Start month:** February 2024

**Duration:** 4 to 6 months; 10 -15h/week – part-time (remuneration according to French student internship law: 4,05 €/h)

### Profile:

- **Desired educational background:** Social Sciences, Communications, with knowledge and interest in themes related to higher education
- **Enrolled as a student** in the final year of undergrad studies or postgraduate level (MA)
- Previous internship experience in an international team an asset

### Required skills:

- Excellent communication and drafting skills
- Ability to work independently on various tasks, and report back to the Communications Officer
- Good knowledge of Microsoft Word; Excel; Google Drive; Canva
- Previous experience with Squarespace or other website development tools
- Language requirements: excellent level of English, and good knowledge of French or another UN language would be an asset
- Knowledge of HTML or other coding languages would be an additional asset

To apply, please send your **CV and motivation letter** (max. 1 page) in English to Meg Harris, ([m.harris@iau-aiu.net](mailto:m.harris@iau-aiu.net)).

Deadline for applications: **10/01/24 (midnight CET)**.