

INTERNSHIP POSTING

German University Alliance, Inc., the liaison office of Freie Universität Berlin and LMU Munich, in New York City, is looking for an intern starting in spring 2019 (approx. mid-March to mid-June).

Period:	3 months
Hours:	40h/week (full-time)
Workplace:	German House, 871 United Nations Plaza, New York, NY 10017
Compensation:	J1-Intern Program Visa Fees (incl. Administrative Fees, SEVIS Fees & Health Insurance fees), plus stipend of \$1000 per month

As an intern, you will work closely with the Executive Director and will be responsible for a variety of research, administrative and creative functions, including:

- Content creation for the English language website www.GermanUniversities.org
- Management of the social media channels, including Facebook and Twitter
- In-depth research of topics relating to higher education
- Administrative support in organizing and planning events
- Preparation of presentations for various target groups
- Database management
- Development of alumni or other student activities in the United States & Canada
- A chance to represent the two German universities at career fairs

Requirements:

- Enrolled at Freie Universität Berlin, preferably at the Master level
- Fluent in English
- Outstanding communications skills (oral, written, interpersonal)
- Self-motivated, organized, exceptional time management
- Strong computer skills, experience with social media and website management
- Interest in international education and transatlantic academic relations

Apply by August 15, 2018: Please send your CV, cover letter and names of three references to Dr. Katja Simons, Executive Director (Simons@GermanUniversities.org)