

DEUTSCHER AKADEMISCHER AUSTAUSCHDIENST – DAAD (GERMAN ACADEMIC EXCHANGE SERVICE)

Number of Placements: 1

Location: Berlin, Germany

URL: <http://www.daad.de>; <https://www.daad.de/rise/en/> (RISE Program family)

Field/Subject Area:

Open to all York students who meet the eligibility criteria

Position Description:

The York intern will be actively involved in all aspects of the DAAD/RISE program lines (Research Internships in Science and Engineering) for North American and British students (RISE Germany and RISE Professional) as well as in the RISE Worldwide Program offering internships for German Bachelor students with research groups all over the world. Our RISE Team consists of four persons. We are embedded in the North America section group (in total we are 11 colleagues). You will learn how a typical scholarship program works and how DAAD is interconnected with offices and lecturers all over the world.

- email correspondence providing information on the RISE Germany scholarships and research internships, on general aspects of living and working in Germany, on program specific details and on details concerning the large scholarship holders meeting in Heidelberg;
- assistance with and participation in the organization of the scholarship holders meeting in Heidelberg (around 300 participants);
- independent projects like organizing a webinar for the actual scholarship holders, design of a publication, for example an informational brochure/handbook for RISE participants or a science slam event during the meeting
- assistance with the RISE website (www.daad.de/rise) and the alumni portal
- assistance with the statistical evaluation of this year's groups
- Assistance in all administrative and organisational activities of Section ST23, North America, Scholarship Programs North Americans and RISE, at DAAD headquarters in Bonn

Specific tasks will include:

- Correspondence with North American and British Scholarship holders
- Assistance with organizational details concerning the large RISE scholarship holders meeting in Heidelberg
- Participation in the Heidelberg meeting, assistance with organizational details when in Heidelberg (eventually we will organise a Science Slam for the first time)
- Translation of German texts into English
- Assistance with the development and design of informational and marketing materials
- Handling of statistical data

Complete all tasks assigned, which includes but is not limited to the responsibilities outlined above.

Expected work hours: 39.5 hours per week, Monday to Friday

Preferred start date: Anytime in May

Qualifications/skills required:

- Microsoft Office skills, Excel
- Basic knowledge on the German higher education system
- Communication skills
- Ability to network and to work in a team

Language requirements:

Basic German language skills

Highlights of Organization/background information:

The "Deutscher Akademischer Austauschdienst" is a private, publicly funded, self-governing organization of higher education institutions in Germany and is responsible for promoting academic relations with institutions abroad, primarily through the exchange of students, academics and researchers. We are one of the world's largest and most respected intermediary organizations in this field. Scores of students, teachers, researchers and scientists supported by the DAAD have been able to gain valuable experience abroad.