

Internship at University Alliance Ruhr in New York City

The North American liaison office of the University Alliance Ruhr (UA Ruhr) representing Ruhr University Bochum, TU Dortmund University, and University of Duisburg-Essen serves as the gateway for higher education collaboration at our partner universities and to initiate and sustain transatlantic cooperation.

The duties of the office include:

- Initiate and sustainably develop research cooperation between UA Ruhr and universities in North America
- Support the academic mobility of students and teachers with their own programs and a wide range of information
- Initiate joint study and teaching projects (e.g., summer programs, faculty led programming and other student, faculty, and staff exchanges).
- Publicize the research achievements of the UA Ruhr in the USA and Canada, e.g., by organizing events as well as press and public relations work
- Strengthen the bond between alumni and friends of the Ruhr area and to the UA Ruhr

The UA Ruhr offers students in later semesters who are enrolled at our universities the opportunity to do an internship in our office in New York City.

You will gain an insight into the work of the liaison office and UA Ruhr, participate in the planning and implementation of events and visits to trade fairs, and you will support the development of new information offerings. You will also actively participate in the implementation of the Transatlantic Ruhr Fellowship program.

To apply you must have the following requirements:

- Very good German language skills (native speaker level)
- Very good knowledge of spoken and written English (at least C1)
- Very good user skills in Outlook, Excel, Word, as well as research writing in English
- Excellent knowledge of working with website (content management systems) and social media (Twitter, Facebook, LinkedIn, Instagram etc.)
- Started/completed university studies leading to a diploma, bachelor's degree, master's degree, state examination for secondary school or a doctorate (at least 3 semesters)
- Interest in educational policy issues and science communication and management
- Excellent writing and editing skills
- Experience in project management
- High social and organizational skills

We are looking for an intern for the following tasks for the period of 7 months:

Jun 1, 2024 until Dec 31, 2024

- Supervision of the flagship fellowship programs
 - Ruhr Fellowship Program and the fellows of the Transatlantic Ruhr Fellowship program
- Continuous updating of the websites www.northamerica.uaruhr.de | www.uaruhrfellowships.org | www.uaruhrartwalk.com
- Writing press releases and notifications about upcoming projects and events in German and English
- Assistance in the planning and organization as well as the publicity-effective preparation and follow-up of events for scientists, students, and alumni of the UA Ruhr
- Assisting in establishing contacts with universities, intermediary organizations, and press contacts including contact database management
- Expansion and maintenance of the social media channels for the public relations of the UA Ruhr in the USA and Canada

We offer:

- Excellent working environment in our office, which is in the building of the German Consulate General and the Permanent Mission of the Federal Republic of Germany to the United Nations
- Insights into the international work of the UA Ruhr and into international science management
- Subsidy for the visa procurement costs
- Scholarship of up to US\$750.00 per month towards expenses (it is possible to apply to the university for a PROMOS scholarship for this internship)
- Assistance with J-1 visa application

Visa:

To complete an internship with us, a **J-1 visa must be** applied for.

As soon as you have received confirmation from us, we will put you in direct contact with Cultural Vistas, a partner organization in New York responsible for the visa. Cultural Vistas is a " visa sponsorship organization " and is authorized by the US State Department to issue the visa paperwork (**DS-2019**) for you. Please note that you will only receive your visa after Cultural Vistas has issued the DS-2019. Usually, the DS-2019 is issued very quickly, while the issuing of the visa by the respective consulate can take a long time. You should therefore plan three months from the time you are accepted until the start of the internship.

Health Insurance:

Cultural Vistas will also arrange health insurance for you that is valid in the USA. This insurance is required for all interns. Further details on visa procurement can be found here: <http://culturalvistas.org/programs-for-students-and-professionals/train-usa/services-and-fees>

To Apply:

If you are interested in an internship during the period mentioned above, please email your application to: priya.nayar@uaruhr.de with the subject line of the email as **Internship Application 2024**

Please send us the following four documents in **one PDF file**. Please label the PDF file as *UARuhr2023_<Yourlastname>* so for Ms. Priya Nayar's application the file would be labeled *UARuhr2023_Nayar*

1. Cover letter (brief, to the point, and no more than 1 page stating why you are interested in the internship and how the internship can help in your future goals)
2. Curriculum Vitae (no more than 2 pages)
3. Proof of English language proficiency, at least at level C1 according to the Common European Framework of Reference for Languages (proof includes, among other things, Abitur certificate, DAAD language certificates, TOEFL, successfully completed language courses at C1 level)
4. Letter of Recommendation (preferred from faculty at one of the UA Ruhr universities)

Please apply ASAP extended deadline is Feb 20, 2024

Contact

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