



New York Office

Internship at the University of Cologne - New York Office

The University of Cologne's liaison office in New York is currently seeking a highly motivated student with a strong interest in supporting international academic exchange.

Responsibilities:

Support of the ongoing operational and analytical activities as well as current projects and events of the office in close cooperation with the Executive Director, including:

- Preparing presentations, event summaries, drafting press releases and funding applications
- Marketing and social media assistance, content creation for Twitter and website
- Communication with partners, handling of incoming inquiries, promoting UoC programs to students and researchers, alumni engagement
- Assistance with event planning, organization, and execution
- Internet research related to higher education topics, administrative support

Requirements:

- Enrolled at the University of Cologne for at least 3 semesters
- Must be fluent in English and German
- Background and/or strong interest in international higher education, science diplomacy, and research exchange
- Outstanding communication skills (oral, written, interpersonal)
- Strong MS Office (Outlook, Excel, Word), data search, and social media skills
- Highly organized, active, self-motivated, and proficient at working with deadlines

We offer:

- The opportunity to get to know firsthand the operations and activities of the UoC NY Office, learn about its partner institutions and the North American higher education landscape, gain knowledge in transatlantic academic exchange as well as the administration and management of a U.S. non-profit organization in international higher education
- A supportive work environment at our office located at the German House in New York, together with the DAAD, DFG, German Consulate General, and the Permanent Mission of Germany to the United Nations



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(We offer - continued):

- Help with applying for the necessary J-1 visa and partial reimbursement of fees, support for finding housing in New York
- A stipend of \$750/month, plus monthly MetroCard for New York City

Internship place and duration:

- German House, 871 UN Plaza, New York, NY 10017
- 3 months, April through June 2020

To apply: Please send your CV, cover letter in English, and one reference in a single PDF file to: Dr. Eva Bosbach, Executive Director University of Cologne New York Office eva.bosbach@uni-koeln.de with "UoC NY Office Internship" listed in the subject line. Only candidates selected for an interview will be contacted.

Application deadline: December 20, 2019

The University of Cologne New York Office cultivates relations with North American partners and offers researchers from the University of Cologne platforms to network, present their scientific results, and initiate new collaborations in the U.S. and Canada. The office serves as a first point of contact for faculty and students in the United States and Canada who are interested in the University of Cologne, reaches out to the university's network of German and international alumni in North America, organizes delegation visits, attends higher education conferences and assists with the organization of the University of Cologne's summer school in New York. It is a member of NAFSA and IIE, as well as a main supporter of the German Center for Research and Innovation (DWIH) New York.