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 but are not limited to:

- Science communication and science diplomacy activities such as the initiation and the development of research cooperation between UA Ruhr and universities in North America
- Strategically support the academic mobility of students and teachers with their own programs and provide as needed 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 office and UA Ruhr, participate in the planning and implementation of events and visits to study fairs, and you will support the development of new information offerings. You will also actively participate in the implementation of our flagship fellowship programs.

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.)
- Currently enrolled full time (at least 3 semesters) at one of our UA Ruhr universities leading to a diploma, bachelor's degree, master's degree, state examination for secondary school or a doctorate
- Strong interest in educational policy issues, science communication and management
- Excellent writing and editing skills
- Experience or strong interest in project management
- High social and organizational skills with a can-do attitude and independent thinking
- Good teamwork spirit!

We are looking for an intern for the following tasks for the period of 6.5 months:

<u>October 1, 2027, until April 15, 2028</u>

- Support of the flagship fellowship programs

    - Ruhr Fellowship Program
    - Transatlantic Ruhr Fellowship Program
    - Future's Fellowship Program (if needed)
- Continuous updating of the websites
    - www.northamerica.uaruhr.de | www.uaruhrfellowships.org | www.uaruhrartwalk.com
- Writing press releases and notifications about upcoming projects and programs in German and English
- Assistance in the planning and organization as well as the publicity-effective preparation and follow-up of programs for scientists, students, and alumni of the UA Ruhr
- Assisting in establishing contacts with universities, intermediary organizations, and press contacts including contact database management (constant contact, etc.)
- 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 USD 1500.00 per month towards expenses (pro-rated for 0.5 months)
    - it is possible to apply to the university for a PROMOS scholarship for this internship
- Assistance with J-1 visa application through our internship J1 visa provider

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 our visa sponsoring organization in New York responsible for the visa. This organization 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 the organization 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:
Health insurance is mandatory for all interns at University Alliance Ruhr. Please contact us for details (UA Ruhr would cover up to 600 USD one-time towards your health insurance).

To Apply:
If you are interested in an internship during the period mentioned above, please email your application to: office@uaruhr.de with the subject line of the email as **Internship Application 2027-2028**

Please send us the following four documents in **one PDF file**.

Please label the PDF file as *UARuhr20272028_<Yourlastname>* so for Ms. Priya Nayar's application the file would be labeled *UARuhr20272028_Nayar*

1. Instead of a typical cover letter please answer "Why are you a good fit for this internship?" (brief, to the point, and no more than 250 words stating why you are interested in the internship and / or how the internship can help in your future goals)

2. Curriculum Vitae (no more than 1 page)

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 (From a professor or lecturer at one of the UA Ruhr universities)

Please apply by deadline is March 1, 2027, end of day (11.59pm New York)

Contact

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