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| **Job Description** |
| Position: | Programmes / Research Intern |
| Supervisor / Department: | International Relations Office |
| Link to Department Webpage: | http://www.nus.edu.sg/iro/  |
| Duration of Internship: | February – July 2016 (minimum of 6 months) |
| Job Scope: | The intern will work with the Global Opportunities Section (GO), which manages short-term international programmes such as internships, summer programmes and research attachments.Specific duties include:* Compile, analyse and present data on student participation
* Research new programme opportunities
* Research and create publicity materials
* Selection of students for overseas programmes
* Engage faculty and student groups on programme opportunities
* Host overseas visitors / partners
* Organise information sessions and pre-departure briefings
* Prepare and attend meetings for NUS-Industry partnerships
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| Learning Objectives: | 1. Gain an understanding of internationalisation in higher education
2. Develop project development and management skills
3. Develop research and analytical skills
4. Networking skills with university and industry partners
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| Benefits: | On-campus housing will be provided for the duration of the internship. |
| Enquiries: | Student queries should be sent via email to: **orion@nus.edu.sg** |