

**AUI Presidential Internship Program**  
**Available Offices for the 2020-2021 Academic Year**

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**Note: The Presidential Internship Program director may assign tasks outside the Presidential Intern's main unit if tasks assigned do not make up a full schedule and the need arises elsewhere.**

## **1. *Campus Life & Athletics Office***

The Student Life PIP intern will occupy the position of Campus Life Coordinator Intern, as a member of the extended Campus Life Leadership Team. Working in coordination with the Campus Life and Athletics Director, this intern will be responsible for overseeing the day-to-day operational activities of Athletics, SAO, catering program and residential life on campus. The Campus Life Coordinator Intern role will also include administration and campus projects. The workload for the unit is high and we need the intern to coordinate the work of the campus life unit. The Campus Life Coordinator's tasks will include the following:

- Assist the Campus Life Director in developing a cyclical, vibrant and inclusive campus life experience for students
- Create, monitor and update the campus life social media platforms and website
- Contribute to the marketing and engagement plan for campus life
- Assist in developing projects and activities for the enhancement of campus life
- Coordinate with, and assist the SGA in running their events
- Assist in fostering a healthy, friendly community spirit, and promote student participation in campus life activities.
- Attend all Campus Life department meetings and write meeting minutes
- Prepare accurate reports and documentation

Among the required Intern qualifications and skillsets are the following:

- Desire to work in a fast-paced, high-energy, entrepreneurial environment
- Meticulous organizational skills and strong project management ability, in order to set priorities, organize workload, handle multiple responsibilities and competing demands, work proactively and meet deadlines.
- Enthusiastic, sociable and outgoing individual
- Ability to relate to students from different cultural and social backgrounds
- Ability to work independently on professional assignments using judgment and creativity in solving problems while seeking and providing strategy, advice, counsel, and recommendations on possible solutions and targeted outcomes
- Emotional constancy and self-awareness, cultural competency and extraordinary interpersonal skills.
- Ability to remain calm and responsive in crisis situations, and model co-regulation.
- Knowledge of event planning and a high level of organization and time management skills
- Excellent verbal and written communication skills, a positive attitude, a strong work ethic, and superior ability to work in a team environment and possess creative skills in team-building strategies.
- Excellent computer skills, including fluency with Microsoft Word, Excel, and PowerPoint
- Experience with systems-building and analytical thinking
- Willingness to take initiatives, learn new things and eagerness to acquire new skills
- Willingness to accept and take on high levels of responsibility

- Grittiness and a sense of humor
- Good interpersonal skills with the ability to develop effective relationships with colleagues at all levels of the university

Additional Requirements:

- Curiosity and creativity
- Optimism and enthusiasm
- Ability to accept and integrate feedback into practice
- Athletic prowess/experience will be a plus

## **2. *The Office of Development and Communications (DevCom)***

The Office of Development and Communications serves as a conduit between AUI and the public. The intern will work on internal communications and events to help bring an outside perspective on interdepartmental communication and community engagement.

The work experience at DevCom will focus on important strategic projects, the gaining of essential technical and practical skills directly related with public relations and marketing following international standards.

Tasks consist of, but are not limited to the following:

- Oversee internal communication
- Research
- Event coverage
- Provide ideas for social media communication and website development
- Write accounts of events for publication online
- Write articles for AUI's major print publications
- Improve the language of online content
- High-quality, on-time task delivery is essential and expected

Required Qualifications:

- Native English speaker
- Bachelor's in Communication Studies or related strategic communication fields (PR, Advertising, Marketing Communication)
- Experience in communication campaign development and PR writing
- Highly autonomous and reliable
- Good team player

Required Skills:

- Good writing skills - the ability to interview and write stories well
- Must be able to deal effectively and diplomatically with the public
- Have a talent for organizing and coordinating several projects at once
- Computer literacy, familiarity with desktop publishing, and photographic skills are highly valued
- Experience with editing tools such as Adobe Suite, filming and video editing skills would be ideal
- Flexibility in working occasional weekends and evenings to cover events (Compensation time will be given for extra work).

- Familiarity with Canva, Copyrighting and Graphic Design. Creativity is a plus.
- The ability to adapt to a fast pace

Language skills preferred but not required: French

### **3. *The University Honor's Program (UHP)***

The University Honor's Program is an academic program for high achieving students based on interdisciplinary seminars and explorations in research-oriented classes. The program aims at building an intellectual community of students who are ethical, creative, independent and critical thinkers. The intern will work closely with students in the Honors Society (SHS) and work to promote and grow the Honors Program as a whole.

The Intern is expected to do the following tasks:

- Conduct research of and establish connection with the National Collegiate Honors Council (NCHC)
- Inquire about the conditions for UHP's external assessment and evaluation
- Establish and maintain the UHP Accreditation archive
- Assist the UHP Coordinator with administering the accreditation reports, budget requests, quality assurance efforts, and interact with internal and external stakeholders
- Assist the UHP Coordinator with administering events and initiatives organized by the Student Honors Society (SHS) such as Student Brown Bag Talks and promoting student academic creativity and research, charity fundraising, etc.
- Assist the UHP Coordinator and SHS in preparing public relations materials

Through this position the intern will gain experience working in higher education and administration. The ideal candidate has basic administrative skills and good communication skills, as well as a general knowledge of the concept of honors education.

### **4. *The Mohammed VI Library (Lib)***

The intern should hold a degree in library and information science. The intern will serve within the Research & Learning Unit at the library and will help train library users in information and digital literacy.

Tasks consist of, but are not limited to the following:

- Serve within the Research & Learning Unit at the library.
- Train library users in information and digital literacy

Required Qualifications:

- Degree in library and information science

### **5. *The Office of Institutional Research and Effectiveness (OIRE)***

The Office of Institutional Research and Effectiveness (OIRE) reports to the President and assists senior leadership in facilitating planning, decision-making, and policy formulation through the collection, analysis, and presentation of data. OIRE is the repository of institutional information and is responsible

for providing institutional data to internal and external stakeholders. During the academic year 2021-2022, the University will continue to work on accreditation interim and compliance reporting for several accreditation bodies in the US and Europe. OIRE also fields a number of ranking and compliance reporting. It will be involved in further work on Manuals of Policies and Procedures for units throughout the university and the establishment of unit dashboards and performance indicators.

The intern's duties will include, but are not limited to:

- Assist in conducting, compiling, and aggregating institutional data
- Field and analyze institutional surveys and reports.
- Assist in the development of OIRE's webpage
- Assist orientation sessions regarding institutional research.
- Help administrative units develop, update, and complete their Manuals of Policies and Procedures.
- Work on many common institutional projects and internationalization efforts in collaboration with all Presidential Interns.
- Coordinate and be part of AUI information sessions, Presidential Speaker series and outreach to support institutional research in the region.

Qualifications:

- Able to work with both qualitative and quantitative data
- Knowledge of Microsoft Excel and survey instruments (e.g. Survey Monkey)
- Work with minimal supervision, take initiative, and see tasks through

## **6. *Hillary Rodham Clinton Center for Women Empowerment (HCC)***

Working towards becoming leading gender research and social justice center in Morocco and in North Africa, we endeavor to infuse scholarship with practice and experiential gender education with community engagement. Committed to bridging theory and practice, the private and public, we envision to draw dialogic alliances by creating a conversation between local communities, policymakers, Non-Governmental Organizations (NGOs), activists, Intergovernmental Organizations (IGOs), scholar, and students to contribute to gender theory, and women's and minority rights in North Africa.

The Intern will embark on a unique and exciting journey relaunching the HCC. In doing so, their duties include, but not limited to:

- Working with Dr. Claris Harbon, the director of the Center on organizing local, national and international events, workshops, and conferences.
- Fundraising and applying for grants from national and international foundations.
- Conduct research important for the purposes of the Center, either for publications and/or applications for grants, and/or policy-making initiatives.
- Work on publications of research and scholarship conducted in the Center.
- community outreach and policymaking.
- Reporting to stakeholders.
- Drafting reports.
- working with activists, co-ops, women's groups to name only a few.
- Create a public visibility:
  - Creating promotional videos, brochures,

- Working with the media.
- Maintaining our new website
- Work on a center's blog and newsletter,
- Create social media accounts and maintain these accounts.

The HCC will allow the intern to:

- Acquire many important skills:
  - Scholarly and soft skills:
    - engaging with academics.
    - organizing events and conferences.
    - inviting well renowned speakers.
    - critical writing and thinking.
    - working with versed communities.
  - Practical skills, working with the Director who is both an Academic and a Human Rights Lawyer and community organizer, thus professing several professional languages.
  - Organizational skills.

Requirements:

- Love for humanity, and dedication and commitment to gender equality and women's rights.
- Human-rights oriented, and justice dedicated.
- Kindness
- Well versed, and able to adapt to different communities,
- Ability to think "outside the box".
- Critical thinking and Critical writing.
- Editing skills.
- Research experience.
- Organized and detail oriented.
- Able to work on several tasks at once.
- Have management skills, allowing them to set priorities, and manage the workload.
- Communicative skills.
- Ability to work independently.
- Ability to work in a team.
- Proficient computer skills, including Microsoft Office Suite (Word, PowerPoint, and Excel) .

## **7. *Accreditation Steering Committee***

The Accreditation Steering Committee is charged with preparing the re-accreditation self-study and visits. It coordinates the work of the various committees in charge of the various accreditation standards, ensures the follow up of related projects, and makes sure all data needed for accreditation reports is available in a timely manner. The Presidential Intern will:

- Familiarize self with NECHE Accreditation: process, documents, procedures, etc.
- Attend Co-Chairs meetings and take minutes of said meetings
- Liaise with different committee chairs as need arises

- In close coordination with OIRE, assist in identifying, compiling, and aggregating relevant accreditation related data, Data First Forms and other,
- Follow up with the different Project Owners on various initiatives and help drive execution of these projects,
- Maintain a general dashboard for the Re Accreditation project, with regular update on progress achieved (use of Gantt Charts and other related tools,)
- In close coordination with the University Webmaster, develop a webpage for the project
- Coordinate with the University Webmaster

#### Requirements

- Good Writing and Editing Skills
- Proficient computer skills, including Microsoft Office Suite (Word, PowerPoint, and Excel)
- Basic webmaster skills (design) and experience
- Ability to work independently
- Meticulous organizational skills and strong project management ability, in order to set priorities, organize workload, and handle multiple tasks
- Detail oriented and results driven