

AUI Presidential Internship Program

Available Offices for the 2024-2025 Academic Year

1. Language Center (LC)	2
2. Al Akhawayn School of Ifrane (ASI)	3
3. Athletic and Student Services	4
4. Office of the Vice President for Academic Affairs	5
5. Office of Employability and Entrepreneurship (E+E)	6
6. Center for Learning Excellence (CLE)	8

1. *Language Center (LC)*

Supervisor: Dr. Karim Achibat, Director of the language center.

The Language Center seeks an intern to enhance its language support and learning opportunities.

Responsibilities:

- Tutoring and mentoring students.
- Developing and facilitating English practice activities.
- Assisting in operational and administrative tasks.

Requirements:

- Bachelor in English, Linguistics, Education, or related.
- Strong English proficiency, digital literacy, and interpersonal skills.
- Preferably a native English speaker with relevant work experience.

Benefits:

- Work in a cross-cultural environment.
- Opportunity to apply theoretical knowledge practically.
- Professional networking and learning from experienced professionals.

Work Schedule: 5 days a week, including potential evening or weekend sessions.

2. *Al Akhawayn School of Ifrane (ASI)*

Supervisor: Dr. Emmanuel Lacoste, Director of the Al Akhawayn school of Ifrane.

ASI seeks an intern to assist with the accreditation process of a K-12 school, while working closely with the accreditation to ensure compliance and quality in accordance with educational standards.

Responsibilities:

- Coordinate and organize documentation for accreditation.
- Assist in research for accreditation standards.
- Prepare reports and presentations for the accreditation process.
- Collaborate with faculty for necessary information.
- Ensure compliance with guidelines and deadlines.

Requirements:

- Strong organizational and time management skills.
- Excellent communication and interpersonal abilities.
- Detail-oriented focus.
- Ability to work effectively in a team.

Benefits:

- Hands-on project management experience in education.
- Develop organizational, communication, and teamwork skills.
- Understand educational accreditation requirements and standards.

Work Environment: ASI Campus. Background check required.

3. Athletic and Student Services

Supervisor: Mr. Adel Kamane, Athletic Director.

The athletics and student services are seeking an intern with a sports profile to coordinate athletic events and work on projects related to athletics and student services.

Responsibilities:

- Coordinate athletic events.
- Contribute to athletic projects.
- Assist in student services projects.

Requirements:

- Experience in sports.
- Good administrative skills.
- Project management skills.

Benefits:

- Gain experience in sports event coordination and project management.
- Work closely with students and enhance services offered to them.
- Develop administrative and project management skills in a dynamic environment.

Preferred Qualifications: Background in sports management and project management.

4. Office of the Vice President for Academic Affairs

Supervisor: Dr. Chris Taylor, Vice President for Academic Affairs.

The Office of the VPAA is seeking a highly qualified and motivated intern to assist with the implementation of strategic initiatives, including the University's VOI Initiative, ePortfolio project, Co-Curricular Transcript project, 360 Health & Wellness Initiative, and a new Academic Advising scheme.

Responsibilities:

- Work closely with the VPAA on special projects.
- Assist in the implementation of strategic university initiatives.
- Conduct measurement and analysis of data for various projects.

Requirements:

- Well-organized, highly motivated, and a strategic thinker.
- Able to work independently and maintain confidentiality.
- Experience with data analysis and visualization (Power BI preferred).

Benefits:

- Gain insight into high-level academic administration.
- Work on strategic initiatives with significant impact on university life.
- Develop skills in data analysis and visualization.

Note: This is an exceptional opportunity for someone looking to make a tangible impact in the academic community while gaining valuable experience in a high-level administrative role.

5. Office of Employability and Entrepreneurship (E+E)

Supervisor: Dr. Deborah Bartlett, Director of Employability and Entrepreneurship.

The office of Employability and Entrepreneurship at AUI is seeking three dynamic interns to join our team in the following roles: Innovation planning specialist, project development and analytics manager, and event management coordinator.

1. Innovation Planning Specialist

Responsibilities:

- Identifying and developing innovative strategies and plans.
- Assisting students in creating business ideas.
- Collaborating with teams to measure innovation initiatives' impact.

2. Project Development and Analytics Manager

Responsibilities:

- Conducting data analysis and utilizing agile-scrum methods.
- Developing sales strategies and managing client relationships.
- Leading teams and measuring project impacts using KPIs.

3. Event Management Coordinator

Responsibilities:

- Managing events and facilities.
- Developing communication strategies, marketing materials, and managing budgets.
- Public speaking, coaching, and liaising with vendors.

Requirements: (For all roles)

- Strong analytical and communication skills.
- Creative mindset with curiosity and interpersonal flexibility.
- Proficiency in Canva and Excel.
- Eagerness to learn and adapt to new environments independently.

Benefits:

- Gain valuable global perspectives and cultural diversity.
- Work in a team environment enhancing your analytical, communication, and creative skills.

- Learn and apply skills in innovation planning, project management, and event coordination.

Preferred Experience: Prior international experience is advantageous.

6. *Center for Learning Excellence (CLE)*

Supervisor: Mr. Omar Bougamza, Manager of the center of learning excellence.

The Center for Learning Excellence is seeking an intern to play a crucial role in supporting and leading various projects, events, and initiatives designed to enhance the learning experience across the institution.

Responsibilities:

- Support and lead assigned projects and tasks across CLE units.
- Assist with or lead the organization of events, activities, and initiatives.
- Participate in the training and development of CLE part-time staff, including Peer Tutors and Peer Mentors.
- Handle inquiries from students, staff, and faculty.
- Collaborate with senior staff on diverse tasks, including creating training materials and conducting service evaluations.
- Monitor services on the CLE's booking platform, Kudos, and maintain shared mailboxes.

Requirements:

- Strong communication, organizational, and customer service skills.
- Tech-savvy with problem-solving abilities and attention to detail.
- Adaptability, flexibility, and a commitment to learning and development.
- Initiative and ability to work independently and as part of a team.

Benefits:

- Gain comprehensive experience in project management within an educational context.
- Develop leadership, communication, and organizational skills.
- Work in a culturally diverse environment, enhancing global awareness and cultural competence.
- Collaborate closely with experienced professionals, gaining insights into strategic planning and execution.

Preferred Qualifications:

- Background in education, particularly in special needs or learning difficulties.
- Demonstrated leadership potential and ability to work effectively with diverse cultural backgrounds.

Work Environment: The intern will work primarily from the unit's office, with occasional requirements to stay past regular working hours and during weekends depending on the workload with compensation time.