



## EMPLOYMENT CONDITIONS AND BENEFITS

### *Work Arrangements, Stipend, and Benefits*

The AUI Presidential Internship Program will begin with an orientation program in early September 2024 and end on June 30, 2025. Each intern will undergo an evaluation by their supervisor in late December/early January in order to determine whether their employment contract will continue throughout the year.

The internships are considered paid volunteer positions and carry a small stipend to cover basic expenses. This stipend is paid in ten monthly installments at the end of each month, into the intern's bank account. The first payment is on September 30, 2024, and the last payment is one week before the end of June 2025. For the 2024-25 academic year, the stipend will be **4,000 Moroccan Dirhams (MAD)** per month. The stipend will not be taxable in the United States provided that the intern remains outside the U.S. for 330 days or more. Interns will be provided with a settling-in advance of 1,000 Moroccan Dirhams upon their arrival in Ifrane and 2,000 Moroccan Dirhams towards their airfare home upon successful completion of their contract with AUI in June of 2025.

Interns follow the administrative, rather than the academic, schedule. **The work week at AUI is Monday through Friday, 8.30 a.m. to 13:00 p.m. and 14:00 p.m. to 17:30 p.m.** Some positions require overtime and weekend work during times of heavy activity.

### *Academic Benefits*

Each semester, interns may take one scheduled, tuition-free course at AUI. While language courses are encouraged, AUI offers a variety of courses, and interns have their choice of any class within their field of interest. Interns are also encouraged to partake in special seminars, lectures, and brown bags, which feature discussions with scholars and community experts on various political, cultural, or social aspects of the MENA region.

### *Opportunity for Community Outreach and Exploration*

AUI is deeply involved in its community and takes pride in its outreach activities. Interns may take advantage of additional time allotted during the workweek for approved community outreach projects, cultural exploration, or personal development. The interest of the intern will determine the activity and type of involvement with the local constituents. Time away from the office will consist of up to four hours per week scheduled regularly with the intern's supervisor.

### *Health Insurance*

AUI will provide basic medical care through the AUI clinic and student health insurance. However, interns are strongly encouraged to have supplementary insurance with adequate worldwide coverage.

### *Housing*

**Interns will be housed in one of AUI's residences.** The cost of housing and basic maintenance will be covered by AUI and the annual budget of each intern's office. Interns are allowed to occupy their housing units until July 15, 2025, if they wish to extend their stay in Morocco.

### *Travel Opportunities*

Interns are entitled to **20 days off**, in addition to national holidays. These include two weeks at or around Christmas, one week in Spring mid-semester and five personal days. This provides the interns with the opportunity to travel both independently and through AUI-sponsored trips. The interns are also invited to join new faculty members on a number of subsidized trips around Ifrane and Morocco and participate in any student-arranged trips in Morocco. Any time away from the office in connection with travel plans must be approved by the intern's supervisor.

### *Transportation*

While AUI will arrange to have the interns met at the airport and escorted to Ifrane, they must purchase their own ticket to and from Morocco. Downtown Ifrane is approximately 20 minutes from AUI's campus by foot, or 5 minutes in a taxi. Free AUI shuttles are available during the school year, which run on a particular schedule.

## APPLICATION PROCEDURE

Applications should be received no later than **May 05<sup>th</sup>, 2024**. The following documents must be emailed to [oire@aui.ma](mailto:oire@aui.ma):

1. A letter addressed to the President of AUI, Dr. Amine Bensaid, specifying three internships in which the applicant is interested, ranked in order of preference.
2. A completed Application [Form](#).
3. A short essay (maximum length two pages double-spaced, 12-point font) presenting the applicant's interest in the AUI internship program and describing any special skills, talents, or experiences that would help the candidate contribute to the positions and to the AUI community. The essay should also discuss any experience or special interest the candidate has in Morocco and in the broader MENA region.
4. An updated résumé.

5. Two letters of recommendation from faculty members, administrators, or work supervisors. The student's general qualifications, Middle Eastern or African experience or interest, and ability to serve in the specific internships should be identified in the recommendation. Letters from faculty or university administrators who know the applicant well are especially helpful.

The cover letter, essay, résumé, application form, and 2 letters of recommendation must be emailed directly to Dr. Cherif Bel Fekih, Program Director, at [oire@au.ma](mailto:oire@au.ma). The letter addressed to the President should be sent to the same email address.

### ACCEPTANCE

AUI will attempt to notify short-listed candidates during the week of **May 20<sup>th</sup>, 2024**, to schedule an online interview. Potential candidates will be interviewed by the supervisor of the appropriate internship, a current intern, and the Internship Program Director. Final decisions will be made soon thereafter. If a primary candidate declines an offer, an invitation may be extended to an alternate later. Final selections are made by the appropriate administrator in consultation with the President's Office. Letters of offer should be expected to be sent out by **May 20<sup>th</sup>, 2024**.

### CONTACT INFORMATION

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