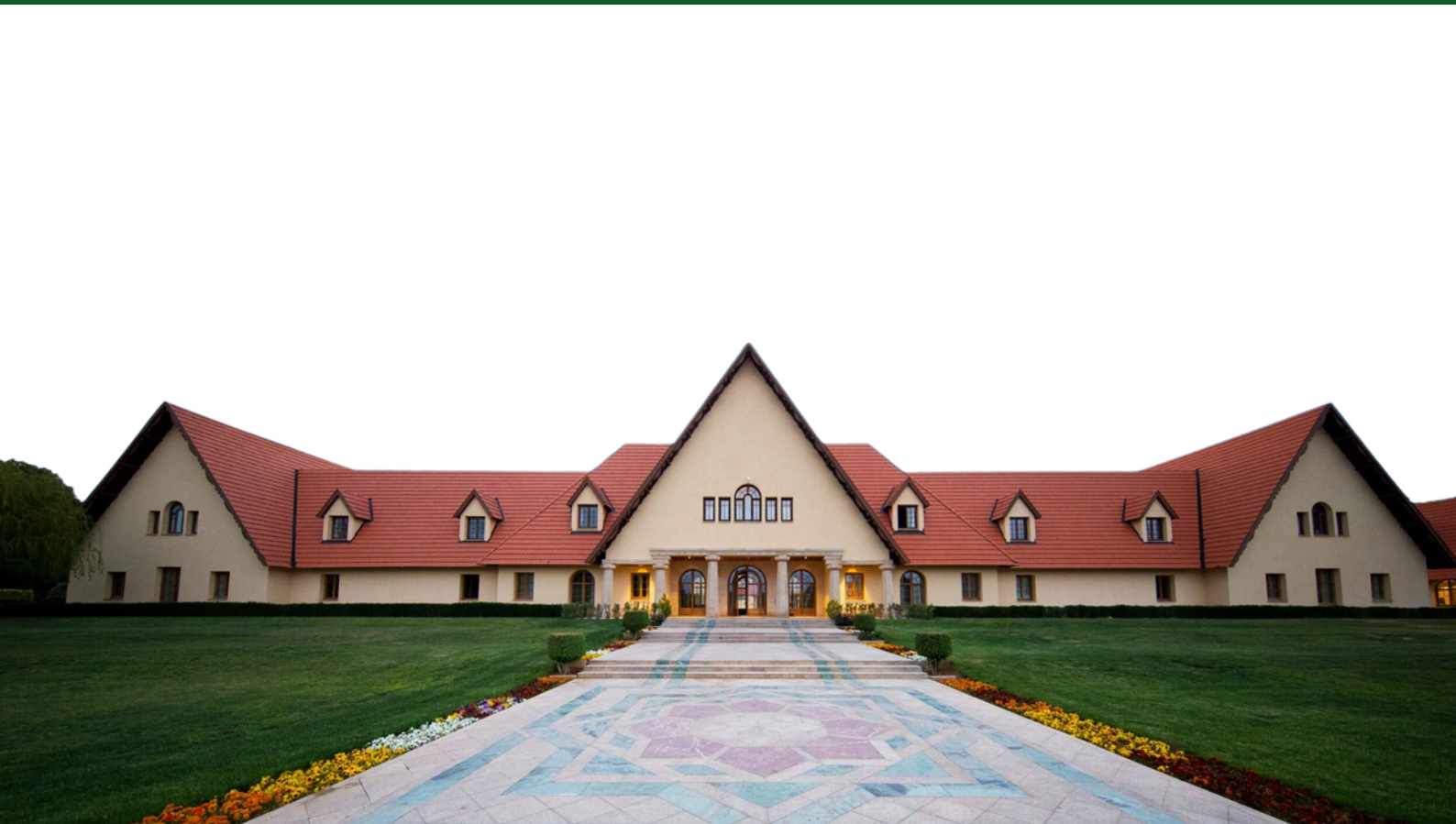


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Presidential Internship Program  
Available Offices for the 2026-  
2027 Academic Year



# AUI Presidential Internship Program

## Available Offices for the 2026-2027 Academic Year

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1. Office of the Dean of Student Affairs (DSA)
2. Center for Teaching and Learning (CTL)
3. Office of Academic Support and Progress (OASP)
4. Office of Employability and Entrepreneurship (E+E)
  - Project Development & Analytics
  - Marketing and Communication
  - Office Operations
  - Employer & Hiring Partner Engagement
  - Strategy & Coordination Support
5. AUI Global Unit
  - Customer Success & Partner Support - East Africa
  - Operations & Logistics - East Africa
  - Student Outreach & Engagement - Morocco
  - Work-Based Learning Student Support - Morocco
6. Office of Institutional Research and Effectiveness (OIRE) & Office in Charge of Accreditation (Shared position)
7. Office of Strategy - Strategy & Transformation PMO Intern



# Office of the Dean of Student Affairs

## **Supervisor (s) : Dr. Mhammed Chraibi, Assistant Dean for Student Success and Engagement / Dr. Hariclea Zengos, Vice President for Academic Affairs**

The Presidential Intern supports the Division of Student Affairs (DSA) in assessing and documenting the impact of the university's fulfillment strategy on students. The intern is responsible for running statistical analyses of results collected through the Flourishing Survey and other assessment tools developed by the DSA Faculty Fellow. The role includes identifying relevant publications and best practices, proposing innovative approaches to impact assessment, and supporting the DSA and the VPAA in producing publishable reports, presentations, and manuscripts based on findings.

### **Key Responsibilities:**

#### **1. Assessment, Data Management, and Statistical Analysis**

- Run statistical analyses of results collected through the Flourishing Survey and other DSA-developed assessment tools.
- Clean, code, and organize datasets; maintain documentation of variables, instruments, and collection cycles.
- Develop and maintain dashboards, tables, and summary outputs to communicate trends and outcomes to DSA leadership.
- Ensure data integrity and confidentiality in coordination with the DSA Faculty Fellow and relevant university policies.

#### **2. Research Scan and Benchmarking**

- Identify, review, and summarize relevant publications and research across topics related to student flourishing, fulfillment, wellbeing, engagement, and learning.
- Benchmark assessment approaches used by peer institutions and propose innovative methods to strengthen impact evaluation.
- Support the development/refinement of survey items, rubrics, or complementary tools in collaboration with the DSA Faculty Fellow.
- Maintain an annotated bibliography and brief literature notes to inform reports and publications.

#### **3. Reporting, Dissemination, and Publication Support**

- Translate analysis outputs into clear findings, implications, and recommendations for internal and external audiences.
- Support the DSA and VPAA in drafting, editing, and formatting reports, briefs, conference proposals, presentations, and manuscripts.
- Create data visualizations (charts, tables, infographics-ready outputs) to communicate results effectively.
- Coordinate timelines, version control, and supporting materials for submissions and approvals.

# Office of the Dean of Student Affairs - Cont'd

## 4. Collaboration and Project Support

- Collaborate with Student Affairs units and Academic Affairs stakeholders to gather contextual information needed for interpretation of results.
- Schedule and document working meetings, decisions, and action items related to assessment and dissemination workstreams.
- Maintain organized folders, datasets, instruments, and deliverables using agreed naming conventions and secure storage practices.
- Contribute to special projects related to student success and fulfillment assessment as assigned by DSA leadership.

## Qualifications and Experience

- **Education:** recent graduate in Psychology, Sociology, Education, Data Science, Statistics, Public Policy, or a related field.
- **Experience:** Demonstrated ability (through coursework, research projects, internships, or student employment) to work with quantitative data, surveys, and basic statistical methods.
- **Skills:**
  - Proficiency in AI tools that help with statistical analysis
  - Proficiency in Microsoft Excel and comfort working with datasets; familiarity with statistical software (e.g., SPSS, R, Stata, or Python) is strongly preferred.
  - Strong written communication in English, with ability to draft research summaries and professional reports (French and Arabic are an asset).
  - Ability to translate analytical results into clear visuals and narratives for decision-making (dashboards, charts, tables).
  - Strong attention to detail, confidentiality, and ethical handling of sensitive student data.
  - Organizational skills, initiative, and ability to work collaboratively with faculty and administrators while meeting deadlines.

# Center for Teaching and Learning (CTL)

## **Supervisor: Dr. Karim Moustaghfir, Director of the Center for Teaching and Learning**

The Presidential Intern at the Center for Teaching and Learning (CTL) plays a vital role in supporting faculty professional development and advancing innovative teaching initiatives. This position provides hands-on experience in T&D programming, data analysis, and communication while collaborating with the CTL staff members to enhance T&D services for faculty.

### **Key responsibilities:**

- Assist in the organization, communication, and logistical coordination of faculty development workshops, including managing participant certificates.
- Support the onboarding process for new faculty members, ensuring a smooth transition into the AUI community.
- Update and maintain the CTL dashboard, including data entry, monitoring, and preliminary analysis of workshop and program metrics.
- Contribute to the “AI Across the Curriculum” project by coordinating meetings, compiling resources, and supporting project documentation.
- Participate in the pilot project on hybrid intelligence and prosocial AI, providing administrative and research support as needed.
- Assist with the CTL communication plan, including drafting content and updates for the Faculty Chronicle and other outreach materials.
- Maintain accurate and timely records for CTL activities and initiatives.
- Collaborate effectively with the CTL staff members on ongoing projects and events.
- Uphold confidentiality and professionalism in handling sensitive information.
- Actively seek opportunities to improve processes and contribute creative ideas to CTL initiatives.

### **Requirements:**

- Strong organizational and communication skills and attention to detail.
- Excellent written and verbal communication abilities.
- Ability to collaborate effectively with diverse teams and maintain professionalism.
- Proficiency in data entry, monitoring, and preliminary analysis, with an interest in educational technology.

# Office of Academic Support and Progress (OASP)

## **Supervisor: Mrs. Latifa Ouanaim, Director of the Office of Academic Support & Progress (OASP)**

The Office of Academic Support and Progress is seeking a proactive and enthusiastic Presidential Intern to join the team, which is dedicated to enhancing student achievement, retention, and success. This role offers hands-on experience in student engagement, workshop development, content creation, and program support. The intern will contribute to the design and delivery of student-focused initiatives, assist with office resources and materials, and collaborate with faculty and staff to strengthen student-centered programs and services.

### **Key Responsibilities:**

- Assist with administrative and organizational tasks related to academic support initiatives
- Contribute to the design, promotion, and delivery of workshops (e.g., study skills, adaptability, exam preparation)
- Create and manage marketing and communication materials, including flyers, presentations, and digital content
- Support the development and revision of office resources such as handbooks, guides, and informational materials
- Assist in planning and promoting events, info sessions, and student engagement activities
- Manage and develop the office's social media presence, including content creation and performance tracking
- Collaborate with team members on projects to improve student outreach, engagement, and service visibility
- Conduct research and benchmarking to support program development and improvement
- Prepare brief reports and summaries on activities, events, and student engagement efforts
- Be assigned other tasks as needed

# Office of Academic Support and Progress (OASP) - - Cont'd

## **Supervisor: Mrs. Latifa Ouanaim, Director of the Office of Academic Support & Progress (OASP)**

### **Requirements:**

- Bachelor's/Master's program in Education, Psychology, Communication, Marketing, or related fields
- Interest in student engagement, academic success, and program development
- Strong organizational skills and ability to manage multiple projects and deadlines
- Strong interpersonal and communication skills (written and verbal)
- Creativity and attention to detail, especially in content creation and design
- Professionalism and discretion when handling confidential information
- Proficiency in Microsoft Office, Google Suite, and social media platforms
- Willingness to learn and adapt in a collaborative work environment

### **Learning outcomes & Benefits:**

#### **Professional Development**

- Hands-on experience in student success, retention initiatives, and academic support services within a university setting.
- Portfolio building: Opportunity to create tangible work products, including workshop materials, social media content, advertising designs, and data reports.
- Skill Development in advising, early intervention strategies, event coordination, and student engagement.

#### **Networking & Mentorship**

- Direct supervision and mentorship from experienced professionals in academic support and student affairs.
- Collaboration with faculty and staff across departments, expanding professional connections within higher education.

#### **Career Exploration**

- Insight into Academic Affairs careers: Gain clarity on whether academic advising, retention programs, or student support services align with long-term career goals.
- Experience relevant to multiple fields, including education, counseling, communication, marketing, and higher education administration.

# Office of Employability and Entrepreneurship (E+E)

## Project Development & Analytics

### **Supervisor: Mrs. Hanene Duprat, Director of Employability and Entrepreneurship.**

The Office of Employability & Entrepreneurship is seeking a motivated Presidential Intern with a strong interest in data, projects, and impact measurement. Working under the guidance of senior staff, this intern will support project development efforts, assist with data analysis, and contribute to impact tracking across EEO initiatives.

This role is designed for learning and exposure rather than independent ownership and offers hands-on experience in applied analytics, reporting, and project coordination in a university setting.

### **Key Responsibilities**

- Assist with collecting, cleaning, and organizing data related to EEO programs
- Support basic data analysis for internal reports and dashboards
- Help track KPIs and program indicators under supervision
- Contribute to project coordination tasks (timelines, documentation, follow-ups)
- Prepare draft reports, charts, or presentations for internal use
- Support the supervisor and team leader in ongoing initiatives

### **Skills & Profile**

- Interest in analytics, project work, or business development
- Comfort working with spreadsheets and structured data (Excel / Google Sheets formulas, cleaning data)
- Strong teamwork and communication skills
- Willingness to learn project development and measurement techniques
- Background in Business Analytics, Data Science, Economics, or Engineering
- Basic understanding of KPIs, dashboards, or reporting (Power BI)

### **Collaborative Structure**

- Participate in office events and major initiatives
- Support cross-functional projects as learning opportunities
- Work collaboratively under supervision, with no expectation of independent managerial authority

# Office of Employability and Entrepreneurship (E+E)

## Marketing and Communication

**Supervisor: Mrs. Hanene Duprat, Director of Employability and Entrepreneurship.**

The Office of Employability & Entrepreneurship is seeking a creative Presidential Intern to support marketing and communication efforts. The intern will assist in content creation, social media management, and campaign execution while learning how communication strategies are developed and implemented in an entrepreneurial office.

This role emphasizes skill-building and portfolio development under mentorship.

### **Key Responsibilities**

- Assist with drafting and scheduling content for social media platforms
- Help design visual assets and presentations using Canva or similar tools
- Support content calendars and campaign planning
- Contribute ideas for storytelling and audience engagement
- Assist with reporting on engagement metrics and content performance

### **Skill & Profile**

- Strong interest in marketing, communication, and digital content creation
- Comfortable with social media platforms and basic design tools (Canva, PowerPoint)
- Creative, organized, and able to manage content while engaging an audience effectively

### **Collaborative Structure**

- Participate in office events and major initiatives
- Support cross-functional projects as learning opportunities
- Work collaboratively under supervision, with no expectation of independent managerial authority

# Office of Employability and Entrepreneurship (E+E)

## Office Operations

**Supervisor: Mrs. Hanene Duprat, Director of Employability and Entrepreneurship.**

The Office of Employability & Entrepreneurship is looking for a motivated Presidential Intern who supports the day-to-day functioning of the EEO office while learning administrative, organizational, and coordination skills in a professional environment.

This role is intentionally structured as a guided learning opportunity, not an independent administrative position.

### **Key Responsibilities**

- Assist with organizing files, documents, and shared folders
- Support scheduling and meeting coordination
- Help prepare draft memos, agendas, or internal communications
- Assist with onboarding logistics for interns or visitors
- Serve as a support point for routine office inquiries, under supervision

### **Skill & Profile**

- Strong organizational skills with attention to detail and ability to manage documents and schedules
- Good communication and coordination abilities to support meetings and office interactions
- Reliable, proactive, and eager to learn in a structured, fast-paced environment

### **Collaborative Structure**

- Participate in office events and major initiatives
- Support cross-functional projects as learning opportunities
- Work collaboratively under supervision, with no expectation of independent managerial authority

# Office of Employability and Entrepreneurship (E+E)

## Employer & Hiring Partner Engagement

**Supervisor: Mrs. Hanene Duprat, Director of Employability and Entrepreneurship.**

The Office of Employability & Entrepreneurship is looking for a Presidential Intern interested in corporate relations and career ecosystems. This intern will support employer outreach, opportunity tracking, and engagement activities while learning how universities collaborate with the labor market.

### **Key Responsibilities**

- Assist in researching potential hiring partners and alumni contacts
- Help maintain and update databases of employers and opportunities
- Draft outreach emails, newsletters, or LinkedIn posts (reviewed by supervisor)
- Support coordination of employer visits, panels, and recruitment events
- Assist with tracking internship and job placement data

### **Skill & Profile**

- Strong organizational skills with attention to detail and ability to manage documents and schedules
- Reliable, proactive, and eager to learn in a structured, fast-paced environment
- Strong written communication skills for drafting outreach emails and professional content (email/LinkedIn)

### **Collaborative Structure**

- Participate in office events and major initiatives
- Support cross-functional projects as learning opportunities
- Work collaboratively under supervision, with no expectation of independent managerial authority

# Office of Employability and Entrepreneurship (E+E)

## Strategy & Coordination Support

**Supervisor: Mrs. Hanene Duprat, Director of Employability and Entrepreneurship.**

The Office of Employability & Entrepreneurship is seeking a presidential intern who will support the Director in strategy and coordination activities while learning how an emerging office structures its work, prioritizes initiatives, and improves internal processes.

This is not a managerial or executive role, but an exposure-rich internship focused on structured learning, shadowing, and contribution.

### **Key Responsibilities**

- Assist with preparing draft presentations and briefing materials
- Support meeting coordination, agenda preparation, and follow-up notes
- Help document workflows, processes, and action items
- Contribute ideas for improving coordination and efficiency
- Observe and learn from strategic discussions and planning activities

### **Skill & Profile**

- Strong organizational and coordination skills, with ability to structure information clearly
- Good analytical and synthesis skills for preparing presentations, briefs, and summaries
- High learning agility, discretion, and professionalism in supporting strategic discussions and executive coordination

### **Collaborative Structure**

- Participate in office events and major initiatives
- Support cross-functional projects as learning opportunities
- Work collaboratively under supervision, with no expectation of independent managerial authority

# AUI Global - Operations & Logistics - East Africa

**Supervisor: Mrs. Deborah Bartlett, Senior Executive.**

AUI Global is seeking a Presidential Intern to support operations and logistics activities related to its East Africa program. Under the guidance of senior leadership, the intern will assist with travel coordination, event organization, and outreach activities, gaining hands-on experience in operational planning within an international education context.

## **Key Responsibilities:**

- Support travel and accommodation arrangements for AUI Global staff and partners
- Assist with planning and logistics for information sessions, partner meetings, and student events
- Help coordinate event materials, schedules, and follow-up logistics
- Contribute to outreach efforts with student groups and youth communities
- Support documentation and basic tracking of logistics and operational tasks

## **Requirements:**

- Highly organized, detail-oriented, and eager to learn
- Comfortable supporting multiple tasks in a dynamic environment
- Strong interpersonal skills and cultural curiosity
- Interest in operations, events, or international programs

## **Benefits:**

- Hands-on exposure to international operations and event logistics
- Experience supporting a growing cross-regional education initiative
- Mentorship from senior leadership and global partners

## **Preferred Qualifications**

Background in operations, project management, or events. Comfortable with frequent travel; a self-described resilient traveler.

The Intern will be accompanying AUI Global team members on missions outside Morocco, in East Africa - across countries such as Kenya, Uganda, Tanzania, and Rwanda - to help deliver executive training and workshops to corporate and institutional clients. All travel, accommodation, and transportation costs will be covered by AUI Global.

# AUI Global - Customer Success & Partner Support - East Africa

**Supervisor: Mrs. Deborah Bartlett, Senior Executive.**

AUI Global is seeking a Presidential Intern to support partner engagement and customer success activities in East Africa. This role is designed as a learning opportunity focused on coordination, communication, and data tracking rather than independent relationship ownership.

## **Key Responsibilities:**

- Assist with tracking partner interactions and engagement activities
- Support the preparation of outreach and follow-up communications
- Help maintain records related to partners, events, and pipelines
- Assist in preparing marketing or informational materials
- Observe and learn best practices in partner and stakeholder engagement

## **Requirements:**

- Organized, detail-oriented, and comfortable working with spreadsheets
- Clear written and verbal communicator
- Interest in partnership coordination, marketing, or operations

## **Benefits:**

- Exposure to partner engagement and customer success processes
- Experience working with operational and outreach data
- Mentorship in professional communication and coordination

## **Preferred Qualifications**

Background in business administration, marketing, or communications. Prior experience in sales support or customer success. Familiarity with CRM platforms or pipeline management tools.

The Intern will be accompanying AUI Global team members on missions outside Morocco, in East Africa - across countries such as Kenya, Uganda, Tanzania, and Rwanda - to help deliver executive training and workshops to corporate and institutional clients. All travel, accommodation, and transportation costs will be covered by AUI Global.

# AUI Global - Student Outreach & Engagement - Morocco

## **Supervisor: Mrs. Deborah Bartlett, Senior Executive.**

AUI Global is seeking a Presidential Intern to support student outreach and engagement activities for its Morocco-based program. The intern will assist with recruitment campaigns, information sessions, and outreach efforts, learning how student engagement strategies are designed and implemented.

### **Key Responsibilities:**

- Assist with outreach to schools, student associations, and community organizations
- Support information sessions and campus or community-based events
- Help track prospective student inquiries and engagement activities
- Assist in preparing outreach materials and presentations
- Collaborate with the AUI Global team on student-facing communications

### **Requirements:**

- Comfortable communicating with students and community audiences
- Organized, proactive, and eager to learn outreach techniques
- Interest in education, recruitment, or youth engagement

### **Benefits:**

- Practical experience in student recruitment and outreach
- Exposure to international program launches
- Development of presentation and communication skills

### **Preferred Qualifications**

Proficiency in French and/or Arabic. Background in education, marketing, or communications. Experience in student recruitment, admissions, or educational outreach.

# AUI Global - Work-Based Learning Student Support - Morocco

## **Supervisor: Mrs. Deborah Bartlett, Senior Executive.**

AUI Global is seeking a Presidential Intern to support Work-Based Learning (WBL) activities for students in Morocco. The intern will assist with student follow-up, documentation, and coordination under the supervision of senior staff and faculty.

### **Key Responsibilities:**

- Assist in monitoring student engagement during professional placements
- Support documentation of student progress using AUI-provided tools
- Help coordinate communication between students, faculty, and host organizations
- Assist with scheduling check-ins and collecting feedback materials
- Support students in understanding expectations and academic timelines

### **Requirements:**

- Patient, supportive, and interested in student development
- Strong communication and organizational skills
- Interest in experiential learning or workforce development

### **Benefits:**

- Exposure to work-based learning and experiential education models
- Skill development in coordination, feedback tracking, and student support
- Insight into how academic and professional learning are integrated

### **Preferred Qualifications**

Proficiency in French and/or Arabic. Degree in education, business, or human development. Prior experience in mentorship, coaching, or supervising interns or junior staff.

# Office of Institutional Research and Effectiveness (OIRE) & Office in Charge of Accreditation (Shared position)

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## **Office of Institutional Research and Effectiveness:**

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**Supervisor: Dr. Cherif Belfekih, Executive Director and President Internship Program Director.**

### **Responsibilities:**

- Assist in the constitution of the document management repository project carried out in collaboration with the accreditation office,
- Review, revise, and ensure the quality of university administrative unit documents (Ex: annual institutional reports, unit strategic plans, unit service level agreements, unit manual of policies and procedures,
- Assist, review, and revise the quality of institutional research studies, reports, and presentations carried out by the OIRE (Ex: survey reports, tests reports, ranking reports, accreditation reports).

## **Office in Charge of Accreditation:**

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**Supervisor: Dr. Moncef Lahlou, Accreditation Coordinator.**

### **Responsibilities:**

- Review existing policies, procedures, and other official documents produced over the years, update/review / revise as needed,
- Start work on producing these documents, in collaboration with the different AUI units/departments,
- Start preparing NECHE dashboards,
- Organize documentation,
- Contribute to self study draft writing,
- Gather required evidence,
- Help coordinate logistics for NECHE team visit,

# Office of Strategy - Strategy & Transformation PMO Intern

## **Supervisor: Mr. Abderrahmane Lazrak, Executive Director of Strategic Management.**

AUI is currently deploying a strategic roadmap aimed at strengthening its academic model, improving operational efficiency, and integrating artificial intelligence across its core functions. The Office of Strategy plays a central role in structuring, monitoring, and accelerating this transformation.

### **Role and Responsibilities**

The intern will support the PMO and Strategy team in the execution of strategic initiatives, including:

- Tracking the progress of key projects
- (AI, transformation, operations)
- Consolidating reporting and preparing performance dashboards (KPIs, milestones, risks)
- Supporting the design and implementation of PMO tools, processes, and governance
- Contributing to AI-related initiatives (use case identification, adoption support, impact analysis)
- Preparing structured materials for internal stakeholders and leadership
- Coordinating with multiple departments to ensure follow-up and execution

### **Profile Requirements**

- Strong academic background in Business, Management, Engineering, or related fields
- Excellent analytical and structuring skills
- Good command of Excel and PowerPoint (clear, structured output expected)
- Ability to synthesize complex information into actionable insights
- High level of rigor, reliability, and ownership
- Interest in AI, transformation, and strategic execution

### **Learning Outcomes**

- Exposure to strategic execution at an institutional level
- Hands-on experience in a real transformation program involving AI
- Development of structured thinking, performance management, and communication skills
- Interaction with senior stakeholders across the organization