Request for Programme Intern
Period: November-June 2020
Availability: 2-5 days a week
Payment: maximum UM internship rate per day (15 euro per day)

Description
The GPAC2 PhD programme (see https://www.merit.unu.edu/training/dual-career-training-programme-to-obtain-a-phd-in-governance-and-policy-analysis-gpac2/) and the EPRM training programme (see https://www.merit.unu.edu/training/eprm/) are both designed to support mid-career professionals in their life-long learning activities. The participants of the programme visit Maastricht for shorter workshop periods. During these periods, they are full time engaged in education and will need support. During the periods away, the participants will be served using the ELEUM student portal system. The activities of the intern mainly include on the ground activities during the workshops, interacting with the mid-career professionals.

Request for student intern
Period: November 2019-June 2020 (with option to engage in shorter periods, or option to extend to the next academic year in agreement with both parties)
Two months trial period.
Availability: Between 2-5 days a week
Payment: maximum UM internship rate (15 euro gross a day).
Requirement: Enrollment as UM student during the time of the internship.
Supervisor: Mindel van de Laar

Tasks of the candidate
The candidate is hired to:
1) Support in-house GPAC2 and EPRM workshops on various logistic tasks. Registration desk, preparation of workshop materials, etc.
2) On the ground support of the programme workshops, including for instance hosting skype sessions, joining to lunch meetings, registration desk, welcome guest speakers.
3) Other e-learning, logistics and clerical tasks, if needed.

Supervision
The candidate reports to the supervisor, Mindel van de Laar, and closely works together with programme coordinator Cristina Mancigotti, and research assistants.

Candidate requirements
Communication skills – ability to engage with participants during social and educational activities
Customer friendliness – ability to deal with participants requests and questions
English fluency
Intercultural competences – dealing with global audience
Computer skills – ability to work with word, excel, outlook
Online learning platform skills – Blackboard platform ELEUM and software Lectora

Workload and Compensation
The intern activities are for 1-2 days a week, to be slotted in agreement with intern and staff, depending on class schedule and availability of the applicant. The intern will receive a fee of 15 euro a day, UM internship fee.
Timeline:
As we are dealing with an unexpected request, we would need this position to be filled shortly. Ideally we would like the candidate to start 4 or 11 November 2019.

Applying:
Please send your letter of motivation, and CV before 4 November 2019, 08:00 hrs by email to:
Mindel.vandelaar@maastrichtuniversity.nl and C.Mancigotti@maastrichtuniversity.nl

Interviews will take place on Monday 4 November between 16:00-17:00, in person. If you are unavailable during this time, please indicate time availability on 4 November and 5 November in your letter. Invitations for an interview, with time and location, will be emailed to you on 4 November.