

Campus OWL New York Office

Dr. Katja Simons
Executive Director

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VIRTUAL INTERNSHIP at Campus OWL New York

June 16, 2023

Campus OWL New York is seeking a highly motivated student with a strong interest in international academic exchange.

Period: 3 months (starting October 2023)
Hours: 10-20h/week

Campus OWL is a network of five higher education institutions in OstWestfalenLippe (OWL), Germany – Bielefeld University, Paderborn University, Bielefeld University of Applied Sciences, OWL University of Applied Sciences and Arts, and Detmold University of Music. The Campus OWL New York Office was founded in 2019 and represents these five higher education institutions in North America. For further information please visit www.campus-owl.org

As an intern, you will work closely with the Executive Director in the Campus OWL office and will be responsible for a variety of research, administrative and creative functions, including:

- Content creation for the English language newsletter and website
- In-depth research of topics relating to higher education
- Administrative support in organizing and planning events
- Preparation of presentations for various target groups
- Management of the social media channels, including Instagram, Twitter, LinkedIn
- Development of alumni, student or research activities in the United States & Canada

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Requirements:

- The candidate must be enrolled at one of the five Campus OWL universities (Bielefeld University, Paderborn University, Hochschule - Bielefeld University of Applied Sciences and Arts, OWL University of Applied Sciences and Arts, and Detmold University of Music).
- Outstanding communications skills (oral, written, interpersonal)
- Self-motivated, organized, exceptional time management
- Flexibility due to time zone difference
- Strong computer skills, experience with social media and website management
- Interest in international education and transatlantic academic relations
- Fluent in written and spoken English; German a plus

We offer:

- An opportunity to get to know the activities of the Campus OWL NY Office, learn about its partner institutions and the North American higher education landscape, gain knowledge in transatlantic academic exchange as well as the administration and management of a U.S. non-profit organization in international higher education.
- A supportive work environment and regular virtual meetings via Zoom with the internship supervisor, Katja Simons
- Compensation: Small Stipend

Please send your application in English (CV, a letter of motivation, the name and contact details of one academic or professional reference) by September 15, 2023 in a single PDF file to Dr. Katja Simons simons@campus-owl.org