



British Council Education Intern

The British Council, the UK's cultural relations and education organization, seeks an intern to support our Education Team. The paid, 20-hour a week position will start at the end of August and continue through the mid December at least.

Job Responsibilities

The education intern will become an integral part of the education team, assisting with a variety of projects and tasks, including but not exclusively:

- Development and management of databases consisting of key stakeholders within the international higher education industry
- Responding to and researching client requests for information and market intelligence
- Monitoring developments in the international higher education industry
- Creation of PowerPoint presentations and information briefs for stakeholder audiences at conferences
- Contributing to online communications in the form of e-newsletters, website, and social networking sites

Qualifications and Application Criteria

In addition to an interest in the British Council, the ideal candidate will demonstrate:

- Academic or professional interest/ experience in international education, international cultural relations
- Interest in international affairs and the US/UK strategic relationship, with emphasis on higher education
- Strong writing and editing skills and be able to write in a concise, non-academic style
- Ability to work in a small and fast-paced team
- Potential of operating with professional confidence at high profile events and with senior level contacts
- Working knowledge of social media, internet research, and Microsoft Office, specifically Excel and PowerPoint

Experience of studying or living abroad, preferably the UK

In addition, for consideration of British Council USA internship, applicants must be:

- A full-time university junior, senior, graduate student, or recent graduate
- Enrolled and in good academic standing at an accredited college or university
- Able to commit to working 20 hours per week through the end of August/beginning of September
- Legally permitted to work in the United States – we are not able to sponsor applicants for visas



How to Apply

Please send an application by email to: US-EducationUK@britishcouncil.org with the subject: Education Intern.

Only shortlisted candidates will be notified. The deadline for this position is Wednesday 11th August. The internship, which pays \$10/hour, will start at the end of August. The British Embassy Network is an equal opportunity employer, dedicated to a diverse workforce. EOE/M/F/D/V

Recommended Resources in Preparation for Applying Include:

- The Chronicle of Higher Education: <http://chronicle.com/section/International/34/>
- NAFSA: <http://www.nafsa.org/>
- Times Higher Education: <http://www.timeshighereducation.co.uk/>
- Institute for International Education: <http://www.iie.org/>

And within the British Council web pages:

- Study in the UK:
<http://www.britishcouncil.org/usa-education-study-in-the-uk.htm>
- US-UK Higher Education Partnerships:
<http://www.britishcouncil.org/usa-education-partnerships.htm>
- Education UK:
<http://www.britishcouncil.org/usa-educationuk.htm>

About the British Council

The British Council is the United Kingdom's international non-profit organization for cultural relations and education opportunities. We build engagement and trust for the UK through the exchange of knowledge and ideas between people worldwide.

In the US, we increase recognition of the variety of higher education opportunities available in England, Scotland, Wales and Northern Ireland, and facilitate institutional collaborations between the US and UK. Through transatlantic artistic partnerships, we introduce Americans to high-quality, groundbreaking creative work from the UK and our climate change programs support a network of young leaders who are committed to tackling climate change globally and in their own communities.

We also develop initiatives that give a voice to the next generation of leaders on both sides of the Atlantic, encouraging them to work together to explore solutions to current and future global issues. With offices in Washington, New York and Los Angeles, the British Council USA also builds global partnerships with US-based institutions to support our work around the world. For more information, please visit www.britishcouncil.org/usa and www.britishcouncil.org.