

Job Description	
Position:	Programmes / Research Intern
Supervisor / Department:	International Relations Office
Link to Department Webpage:	http://www.nus.edu.sg/iro/
Duration of Internship:	February – July 2016 (minimum of 6 months)
Job Scope:	<p>The intern will work with the Global Opportunities Section (GO), which manages short-term international programmes such as internships, summer programmes and research attachments.</p> <p>Specific duties include:</p> <ul style="list-style-type: none"> - Compile, analyse and present data on student participation - Research new programme opportunities - Research and create publicity materials - Selection of students for overseas programmes - Engage faculty and student groups on programme opportunities - Host overseas visitors / partners - Organise information sessions and pre-departure briefings - Prepare and attend meetings for NUS-Industry partnerships
Learning Objectives:	<ol style="list-style-type: none"> 1. Gain an understanding of internationalisation in higher education 2. Develop project development and management skills 3. Develop research and analytical skills 4. Networking skills with university and industry partners
Benefits:	On-campus housing will be provided for the duration of the internship.
Enquiries:	Student queries should be sent via email to: orion@nus.edu.sg