

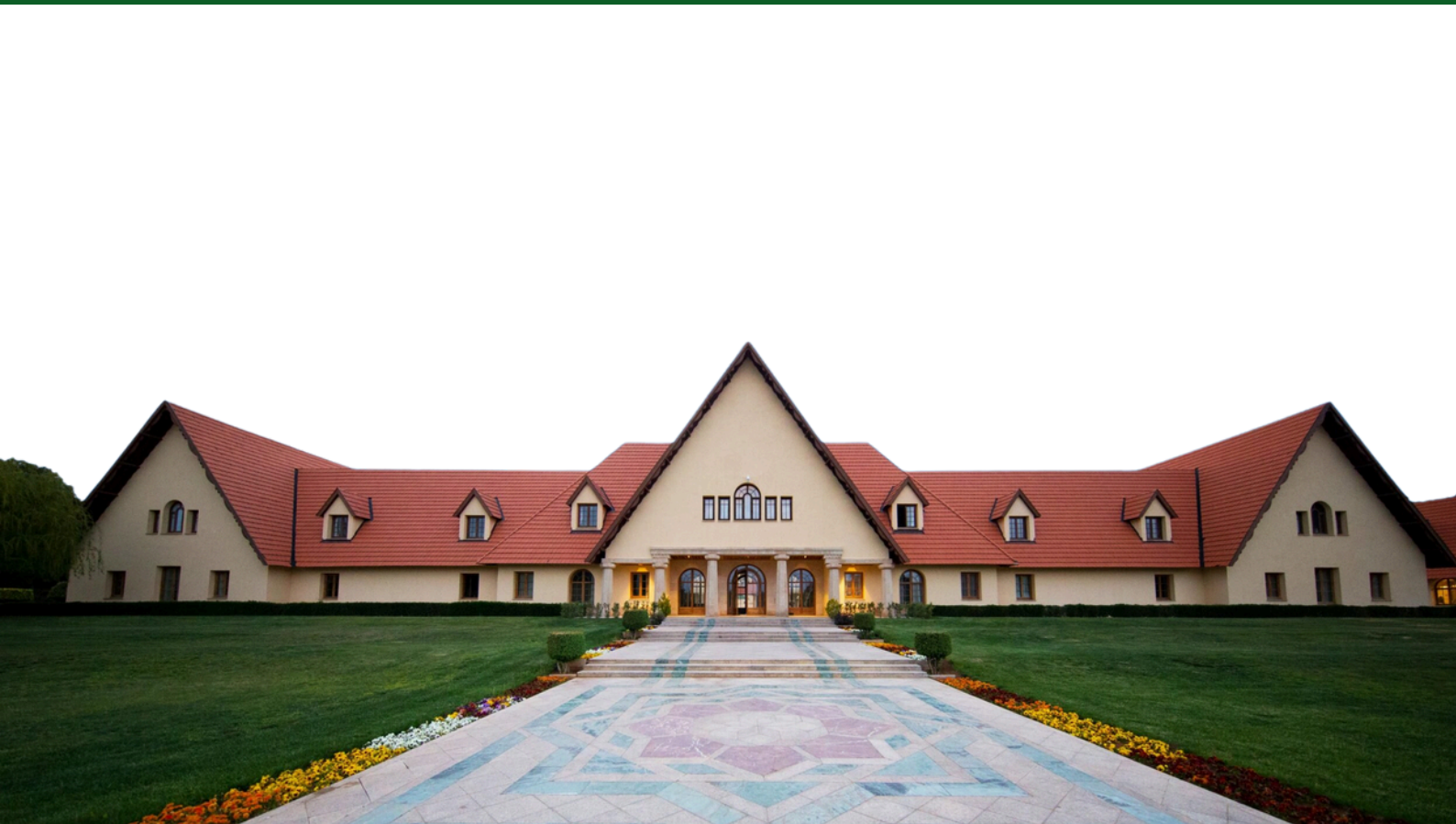
جامعة الأخوين

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AL AKHAWAYN

UNIVERSITY

Presidential Internship Program
Available Offices for the 2025-
2026 Academic Year



AUI Presidential Internship Program

Available Offices for the 2025-2026

Academic Year

1. Athletics and Student Services
2. Center for Learning Excellence (CLE)
3. Language Center (LC)
4. Office of Employability and Entrepreneurship (E+E)
5. Office of Institutional Research and Effectiveness (OIRE)
& Office in Charge of Accreditation
6. Office of the Vice President for Academic Affairs (VPAA)



Athletics and Student Services

Supervisor: Mr. Adel Kamane, Athletic Director.

The athletics and student services are seeking an intern with a sports profile to coordinate athletic events and work on projects related to athletics and student services.

Responsibilities:

- Coordinate athletic events.
- Contribute to athletic projects.
- Assist in student services projects.

Requirements:

- Experience in sports.
- Good administrative skills.
- Project management skills.

Benefits:

- Gain experience in sports event coordination and project management.
- Work closely with students and enhance services offered to them.
- Develop administrative and project management skills in a dynamic environment.

Preferred Qualifications: Background in sports management and project management.

Center for Learning Excellence (CLE)

Supervisor: Mr. Oussama Er-Rady, Manager of the center of learning excellence.

The Center for Learning Excellence is seeking an intern to play a crucial role in supporting and leading various projects, events, and initiatives designed to enhance the learning experience across the institution.

Responsibilities:

- Support and lead assigned projects and tasks across CLE units.
- Assist with or lead the organization of events, activities, and initiatives.
- Participate in the training and development of CLE part-time staff, including Peer Tutors and Peer Mentors.
- Handle inquiries from students, staff, and faculty.
- Collaborate with senior staff on diverse tasks, including creating training materials and conducting service evaluations.
- Monitor services on the CLE's booking platform, Kudos, and maintain shared mailboxes.

Requirements:

- Strong communication, organizational, and customer service skills.
- Tech-savvy with problem-solving abilities and attention to detail.
- Adaptability, flexibility, and a commitment to learning and development.
- Initiative and ability to work independently and as part of a team.

Benefits:

- Gain comprehensive experience in project management within an educational context.
- Develop leadership, communication, and organizational skills.
- Work in a culturally diverse environment, enhancing global awareness and cultural competence.
- Collaborate closely with experienced professionals, gaining insights into strategic planning and execution.

Preferred Qualifications:

- Background in education, particularly in special needs or learning difficulties.
- Demonstrated leadership potential and ability to work effectively with diverse cultural backgrounds.

Work Environment: The intern will work primarily from the unit's office, with occasional requirements to stay past regular working hours and during weekends depending on the workload with compensation time.

Language Center (LC)

Supervisor: Dr. Karim Achibat, Director of the language center.

The Language Center seeks an intern to enhance its language support and learning opportunities.

Responsibilities:

- Tutoring and mentoring students.
- Developing and facilitating English practice activities.
- Assisting in operational and administrative tasks.

Requirements:

- Bachelor in English, Linguistics, Education, or related.
- Strong English proficiency, digital literacy, and interpersonal skills.
- Preferably a native English speaker with relevant work experience.

Benefits:

- Work in a cross-cultural environment.
- Opportunity to apply theoretical knowledge practically.
- Professional networking and learning from experienced professionals.

Work Schedule: 5 days a week, including potential evening or weekend sessions.

Office of Employability and Entrepreneurship (E+E)

Supervisor: Dr. Deborah Bartlett, Director of Employability and Entrepreneurship.

The Office of Employability and Entrepreneurship at AUI is seeking three dynamic interns to join our team in the following roles: Innovation planning specialist, project development and analytics manager, and event management coordinator.

1. Innovation Planning Specialist

Responsibilities:

- Identifying and developing innovative strategies and plans.
- Assisting students in creating business ideas.
- Collaborating with teams to measure innovation initiatives' impact.

1. Project Development and Analytics Manager

Responsibilities:

- Conducting data analysis and utilizing agile-scrum methods.
- Developing sales strategies and managing client relationships.
- Leading teams and measuring project impacts using KPIs.

1. Event Management Coordinator

Responsibilities:

- Managing events and facilities.
- Developing communication strategies, marketing materials, and managing budgets.
- Public speaking, coaching, and liaising with vendors.

Requirements: (For all roles)

- Strong analytical and communication skills.
- Creative mindset with curiosity and interpersonal flexibility.
- Proficiency in Canva and Excel.
- Eagerness to learn and adapt to new environments independently.
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Benefits:

- Gain valuable global perspectives and cultural diversity.
- Work in a team environment enhancing your analytical, communication, and creative skills.
- Learn and apply skills in innovation planning, project management, and event coordination.

Preferred Experience: Prior international experience is advantageous.

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

Office of Institutional Research and Effectiveness:

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

Responsibilities:

1. Assist and help in the constitution of the document management repository project carried out in collaboration with the accreditation office,
2. 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,
3. 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:

Supervisor: Dr. Moncef Lahlou, Accreditation Coordinator.

Responsibilities:

1. Review existing policies, procedures, and other official documents produced over the years, update/review / revise as needed,
2. Identify missing policies/procedures, and other official documents that AUI needs to / could have, with benchmarking with what other, similar institutions have,
3. Start work on producing these documents, in collaboration with the different AUI units/departments,
4. Start preparing NECHE dashboards that will replace the Data First Forms used by NECHE so far, as part of the NECHE decennial review of accreditation standards,
5. Update/complete the list of all documents required by NECHE in support of the narratives for the different standards, especially standard 9,
6. Put in place a system for follow-up for these policies / procedures / official documents, with regular (to be determined) agenda for review / revision.

Office of the Vice President for Academic Affairs (VPAA)

Supervisor: Dr. Chris Taylor, Vice President for Academic Affairs.

The Office of the VPAA is seeking a highly qualified and motivated intern to assist with the implementation of strategic initiatives, including the University's VOI Initiative, ePortfolio project, Co-Curricular Transcript project, 360 Health & Wellness Initiative, and a new Academic Advising scheme.

Responsibilities:

- Work closely with the VPAA on special projects.
- Assist in the implementation of strategic university initiatives.
- Conduct measurement and analysis of data for various projects.

Requirements:

- Well-organized, highly motivated, and a strategic thinker.
- Able to work independently and maintain confidentiality.
- Experience with data analysis and visualization (Power BI preferred).

Benefits:

- Gain insight into high-level academic administration.
- Work on strategic initiatives with a significant impact on university life.
- Develop skills in data analysis and visualization.

Note: This is an exceptional opportunity for someone looking to make a tangible impact in the academic community while gaining valuable experience in a high-level administrative role.