



# 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)
7. Office of Academic Support and Progress (OASP)
8. AUI Online
9. Executive Education Center - Casablanca (EEC-C)



# 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: Mrs. Deborah Bartlett, Director of Employability and Entrepreneurship.**

The Office of Employability and Entrepreneurship at AUI is seeking four 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.
- 

## **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.



# Office of Academic Support and Progress (OASP)

**Supervisor: Mrs. Latifa Ouanaim, Director of Academic Support & Progress.**

The office of Academic Support and Progress is seeking a proactive and enthusiastic Presidential Intern to join the team, which is dedicated to enhancing student achievement, retention, and success. This role offers hands-on experience in student engagement, event coordination, and support services by assisting with workshops, holistic advising, and initiatives that align with OASP's mission. The intern will contribute to academic monitoring, targeted interventions for at-risk students, and collaborate with faculty and staff to support student-centered programs and services.

## **Key Responsibilities:**

- Assist in Holistic advising administrative and organizational tasks.
- Support at-risk students for early intervention.
- Conduct check-ins with students under supervision.
- Connect students with relevant academic and campus resources.
- Work on the advertising material for the office
- Contribute to the design, promotion, and delivery of workshops.
- Gather student feedback to improve the office services.
- Prepare reports on student engagement, outcomes, and program (holistic and retention) effectiveness.
- Research and present best practices in student retention and support.
- Be assigned other tasks as needed

## **Qualifications:**

- Bachelor's/master's program in Education, Psychology, Communication, Marketing, or related field.
- Passionate about fostering student growth and success
- Demonstrate ability to take direction and independently manage assigned projects
- Strong interpersonal and communication skills (written and verbal).
- Professionalism and discretion when handling confidential student information
- Proficiency in Microsoft Office, Google Suite, and social media.
- Willingness to learn about university platforms.
- Ability to work collaboratively with faculty, staff, and students.

# Executive Education Center - Casablanca (EEC-C)

**Supervisor: Mrs. Sarah Bennani, Executive Education Director, Casablanca.**

The AUI Executive Education Center (EEC) is seeking a motivated, proactive, and creative Communication and Event Intern to assist with managing our social media platforms and organizing events. This internship offers an exciting opportunity to work closely with the AUI EEC team, gain hands-on experience in communication and event management, and contribute to the promotion of leadership development initiatives. The role will be based at the AUI Ifrane campus while the EEC Team is in Casablanca. The intern will be expected to travel to Casablanca for special events and occasions, with travel expenses covered by AUI EEC Casablanca.

## **Key Responsibilities:**

### **1. Social Media Management:**

- Develop and implement engaging content for AUI EEC's social media platforms (Facebook, LinkedIn, Instagram, Twitter, etc.), ensuring a consistent brand voice.
- Create visually appealing graphics, videos, and posts that reflect AUI EEC's mission, values, and events.
- Monitor, analyze, and report on social media performance, using insights to adjust strategies and improve engagement.
- Stay updated with the latest trends in social media and digital marketing to ensure AUI EEC's content remains relevant and fresh.
- Engage with the online community by responding to comments, messages, and inquiries in a timely and professional manner.

### **2. Event Management Support:**

- Assist in the planning, coordination, and execution of events hosted by AUI EEC, including conferences, workshops, seminars, and networking events.
- Coordinate logistics such as venue arrangements, catering, equipment, and materials for events.
- Work closely with vendors, speakers, and other stakeholders to ensure smooth execution of events.
- Help with registration and guest management during events, both in-person and virtual.
- Assist in creating event materials such as programs, invitations, and post-event summaries.

# Executive Education Center - Casablanca (EEC-C)

## 3. Administrative Support:

- Provide general administrative support to the Team EEC Casa including coordinating schedules, preparing reports, and handling correspondence.
- Assist with internal and external communications related to events and social media campaigns.

## 4. Collaboration and Reporting:

- Collaborate with the communication, marketing, and events teams to align strategies and ensure consistent messaging across all platforms.
- Provide regular reports on social media performance, event feedback, and overall engagement metrics.

## **Qualifications:**

- Strong passion for digital marketing, social media, and event planning.
- Excellent written and verbal communication skills in English (French and Arabic are a plus).
- Creative mindset with the ability to produce visually compelling content.
- Familiarity with social media management tools (e.g., Hootsuite, Buffer, Canva) is a plus.
- Strong attention to detail and the ability to work under tight deadlines.
- Ability to work independently and as part of a team in a fast-paced, dynamic environment.
- Previous experience in social media management or event planning (internships or volunteer work) is a plus.

# AUI Online

**Supervisor: Mrs. Deborah Bartlett, Director of Employability and Entrepreneurship.**

The Office of Employability and Entrepreneurship at AUI is seeking four dynamic interns to join the AUI online team in the following roles: Finance, Events & Project Coordination, Data & Impact Analytics, Technology & LMS, Content Development & Academic Coordination.

## 1. Finance, Events & Project Coordination

The Intern will support the finance, planning, and internal ops that power this ambitious startup initiative.

### **Key responsibilities:**

- Help manage project timelines, task trackers, and weekly check-ins
- Support budget documentation, reimbursements, and reporting
- Assist with logistics and planning for in-person events and team workshops
- Maintain records and prepare presentation materials
- Coordinate between teams to ensure deadlines and deliverables are met

### **Requirements:**

- Background in Business Administration, Finance, or Project Management
- Excellent organization, documentation, and communication skills
- Fluent in English, (French & Arabic are a plus)
- Proficient in Microsoft suite, and project management tools (e. g., Notion or Trello)
- Strong analytical and multitasking skills

**Preferred Qualifications:** Strong analytical and multitasking abilities

## 2. Data & Impact Analytics

The Intern will work closely with our executive and academic teams to track the impact of AUI Online and provide the data we need to continuously improve.

### **Key responsibilities:**

- Collect and analyze data from student performance, admissions, and pilot projects
- Track KPIs around employability, engagement, and retention
- Visualize data in dashboards and reports for internal stakeholders
- Assist with impact measurement frameworks and data strategy
- Conduct research on regional education and tech access trends

### **Requirements:**

- Background in Data Analytics, Economics, Public Policy, or related field
- Strong skills in Excel and Google Sheets; familiarity with data tools (Power BI, Tableau,
- Comfortable presenting findings clearly and concisely
- Interest in education and digital learning
- Experience with surveys or evaluation methods

**Preferred Qualifications:** Experience with surveys, evaluation methods, or educational data

# AUI Online

## 3. Technology & Learning Management Systems (LMS)

The Intern will work on the technical backbone of AUI Online — supporting our learning platforms, testing new tools, and helping students and faculty engage with education through clean, modern technology.

### **Key responsibilities:**

- Assist in setting up, testing, and maintaining Learning Management Systems (LMS)
- Support onboarding of faculty and students to LMS platforms
- Troubleshoot technical issues and support day- to- day LMS operations Coordinate with content and academic teams on platform integration
- Research and test emerging tools (VR, adaptive learning, etc.) for pilot use

### **Requirements:**

- Background in Computer Science, IT, Educational Technology, or related fields
- Familiarity with at least one LMS (Moodle, Canvas, Blackboard, etc.)
- Solid troubleshooting and user support instincts
- Comfortable working in English (French or Arabic is a plus)
- Organized and proactive, with a solutions mindset

**Preferred Qualifications:** Prior experience with educational platforms and interest in edtech innovation.

## 4. Content Development & Academic Coordination

The intern will support our academic team in the creation and coordination of impactful online learning experiences.

### **Key responsibilities:**

- Review & adapt course materials in AI, Cybersecurity, FinTech, & other subjects
- Support content providers alignment & assist faculty coaches Conduct QA on course content and tech delivery
- Localize content for English/French-speaking African learners

### **Requirements:**

- Background in Education, Liberal Arts, or Instructional Design Excellent English writing/editing (French & Arabic a plus)
- Organized, curious, and eager to learn Comfortable with Microsoft 360, Excel, ...
- Bonus: LMS experience (Moodle, Canvas), Canva/Figma, teaching/tutoring

**Preferred Qualifications:** Familiarity with Learning Management Systems (e.g., Moodle or Canvas), Canva/Figma, and experience in teaching or tutoring.

### **Benefits: (For all roles)**

- Experience shaping a first- of- its- kind digital university in Africa
- Direct mentorship + opportunity to own a mini project
- Certificate + Letter of Recommendation