

## CALL FOR INTERNSHIP OPPORTUNITY

The Jean Monnet Chair on Asia-Europe Connectivity and the Department of International Political Economy of East Asia at the Faculty of East Asian Studies is looking for committed and flexible team players to contribute to its research programs.

Successful interns apply and expand their skills acquired during their studies in a dynamic working environment and contribute to a research agenda dealing with East Asian politics and economics as well as European Studies. Internships at IPEEA have a duration of three months or, preferable, six months. They are offered twice a year, starting either in April or October. Internships are unpaid and part-time (10 hours per week).

### What does the internship offer?

- Become part of a dynamic and highly dedicated research team
- Contribute to independent and critical research on political, security and economic developments in East Asia and the European Union
- Develop a solid understanding of current developments in EU-Asia relations
- Apply your conceptual knowledge and engage in preparing presentation, visual and multimedia materials
- Familiarize with the steps involved in developing a research project, from initial motivating ideas to project design and implementation of activities
- Expand the skills you have acquired during your studies, by conducting research based on English and Chinese/Japanese/Korean primary and secondary sources
- Engage in various research projects with an intercultural team, which will allow you to develop the necessary cross-cultural understanding required for any career containing an international element
- Expand your communication skills and teamwork skills, both of which are fundamental for you to succeed in any work environment
- Develop your expertise on event planning and implementation by assisting our team in implementing events, communication and dissemination activities

### What do we expect from you?

- High motivation and a passion for learning and research
- A strong academic record
- Excellent research and analytical skills
- Outstanding attention to detail when preparing and proof-reading documents
- Ability to work efficiently, independently, and in an international team
- High degree of reliability
- Languages:
  - Excellent knowledge of English and German
  - Chinese/Japanese/Korean language skills (ability to read and summarize source content concerning a wide range of topics) would be a plus
- Proficient in Microsoft Office (especially Word, Excel and PowerPoint)
- Working knowledge of image editor, paint, drawing and/or video editing programs would be a plus
- Social media and communication skills would be a plus

# APPLICATION PROCEDURES

## Eligibility

- Undergraduates: in the third year of the OAW BA programme
  - While BA third-year students will be given preference, second-year students may also apply
- Graduates: MA programme
- Erasmus and exchange students studying at OAW may also apply

## Deadline to submit the application documents

- **Winter Semester (WiSe 21/22): September 13, 2021**

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## Documents to submit

1. **Short CV** (max. 2 DIN A4 page, with an indication of the current grade point average)
2. List of all previous **course achievements** from eCampus. Students of the WPOA please take care (if applicable) to transfer your information from FlexNow beforehand
3. **Cover letter** (max. 1 DIN A4 page). Please outline why you are a good candidate for an internship with us. Include knowledge, skills and relevant experience that you would bring to the department, and how an internship would complement your academic interests (200-300 words)
4. **Language Level Certificate** (not mandatory but recommended for demonstrating foreign language expertise)

## Contact details for submissions

- Compile all your documents in English and placed in a single PDF file. Please do not send us anything other than documents required. All other documents will not be considered
- Send your application via email to Prof. Dr. Sebastian Bersick: [sebastian.bersick@rub.de](mailto:sebastian.bersick@rub.de) and Ms. Mireia Paulo: [mireia.paulonoguera@rub.de](mailto:mireia.paulonoguera@rub.de)
- The subject of your email should include the keywords "IPEEA Internship Programme WiSe2021/22 SURNAME Name"
- Internship placements are competitive and only complete applications will be considered. Applications received after deadlines will not be processed and will not receive a response

### COVID-19 update:

- *IPEEA will strictly follow RUB's regulation*
- *Currently, interns are expected to work at home on a weekly basis for the WiSe 2021/22*

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## Selection process

Successful applicants for WiSe 2021 will be invited to a **personal interview during 21-30 September 2021**