

Internship Opportunity with the German Academic Exchange Service (DAAD)

DAAD New York office is offering high-level internships in program administration.

Responsibilities:

- Help with processing applications of US and Canadian students wishing to study in Germany
- Marketing and social media assistance
- Internet research related to higher education topics
- Assistance with event organization
- Help with general office duties such as greeting visitors, mail and answering phones

Requirements:

- Must be fluent in German and English
- Background and/or interest in international higher education, student exchange and program administration preferred
- Good communication skills
- Research and social media experience

We offer:

- A supportive work environment at our office located in the German Consulate in New York
- Help with applying for necessary J-1 visa and finding housing in New York
- A small living-allowance of \$750/month

The internship would begin in February 2017 and last for 6 months (minimum) to one year (maximum).

Please send your CV and cover letter to Ms. Solveig Berkman berkman@daad.org.

The DAAD (Deutscher Akademischer Austauschdienst) is the German federal agency for the support of international academic cooperation. The New York office was founded in 1971 to support academic exchange between the United States, Canada and Germany, and is one of 15 international DAAD branch offices. It provides information and assistance to education professionals and students in the United States, Canada and Germany; administers fellowships and programs for students and scholars; and promotes Germany's academic, scientific, and cultural achievements throughout North America.