

## Internship Opportunities at the Asia-Europe Foundation (ASEF)

Internships in ASEF are a form of experiential learning that supports students to integrate knowledge and theory learned in the classroom with practical application and skills development in a professional setting. Internships give students the opportunity to gain valuable applied experience and make connections in professional fields they are considering for career paths and give ASEF the opportunity to guide and evaluate talent.

An internship is a carefully monitored meaningful learning experience in which an individual has intentional professional goals and reflects actively on what he or she is accomplishing throughout the experience.

A typical internship includes developing intentional learning objective goals that are structured into the experience and supervised by a professional with relevant and related background in the field.

If you are interested in gaining insights and expertise in the world of international project management, we will provide you with the opportunity to work with talents from all over Asia and Europe, and help you develop project management skills and life skills – an experience that will stay with you, no matter where your career takes you.

During the internship, you will be assigned a project staff who will be responsible for guiding you through the duration of your internship.

### You are right for the job if ...

- you are keen to develop yourself professionally;
- you are highly motivated, enthusiastic, confident and creative;
- you are capable and active both in and out of school;
- you possess strong interpersonal and communication skills;
- you are service-oriented and committed to teamwork and excellence; and
- you are citizen of any of the [51 ASEM Partner Countries](#)
- you are a current tertiary matriculated/registered student
- you are currently based in Singapore

### As an intern, you can contribute to ...

- Providing research support for our projects and/or programmes;
- Drafting and preparing conference materials and other publicity documents;
- Proofreading and editing documents and manuscripts;
- Providing support in the promotion of the project and/or programme activities by using web-based platforms, including social media;
- Undertaking logistics management and assisting with the invitation process; and
- Other individual and team-work tasks as required.

Sounds like an opportunity for you? Send your application by **email** with the subject “*INTERNSHIP\_PREFERRED Dept (if any)\_Your Name*” to [hr@asef.org](mailto:hr@asef.org), indicating the following for us to assess your match:

1. Nationality
2. Date of Birth
3. Expected graduation date from the current academic degree that you are studying for
4. Your available period for full-time internship of 3 to 6 months
5. Your preferred internship department (if any)

Please note that **only shortlisted candidates will be notified** and that applications are reviewed on a rolling basis.

Depending on an intern's availability and the department's schedule, full-time internships of 3-6 months are conducted at ASEF's Singapore office. We believe physical internship reaps the best learning experience; hence virtual/remote internship will not be considered.

A monthly stipend of SGD 750 shall be paid to the successful intern to help defray their daily expenses incurred during internship. Selected interns from local tertiary institutions are not required to contribute to Singapore's Central Provident Fund.

### **Hear from our past interns:**

*"Doing internship at ASEF was an eye-opening experience during which I had a chance to explore the internal operations of an intergovernmental organization. I learned the behind-the-scenes works when preparing for an international conference and I gained the experience of working under a multi-cultural environment in Asia. This diverse environment helped me to develop more professional skills for my future career."*

- **Ms Angela DING, China, Intern 2019**

*"My internship at ASEF with the Culture Department has been refreshing and eye-opening. The internship has presented me with valuable knowledge of the ongoing international artistic scene in Asia and Europe. It has also broadened my perspectives on what the future can offer me as I graduate later on to become an arts manager and I am even more passionate to contribute to the arts. Thank you ASEF for the incredible opportunities to work on various projects in enhancing the cultural landscape between Asia and Europe. It truly has been a fruitful and memorable learning experience."*

- **Ms Nur'ain Binte NOOR BANI, Singapore, Intern 2019**

*"Interning at ASEF was truly a great learning experience. I got to experience project management at first hand and understand the immense work and planning that goes into ASEF's projects. The working environment was welcoming and incredibly friendly, which made my time there very enjoyable. I also appreciated how diverse the working environment was. I would recommend this internship to anyone seeking experience in project management, with interests in international relations and diplomacy."*

- **Ms Kelly WALDRON, Ireland, Intern 2019**