



Internship at the Asia-Europe Foundation (ASEF): Education Department (Higher Ed)

Description

The Asia-Europe Foundation (ASEF) is an intergovernmental not for profit organisation based in Singapore and operating in 51 countries of the Asia-Europe Meeting (ASEM)¹.

In the [field of Education](#), we promote knowledge and people-to-people exchanges by connecting youth leaders, student and university leaders, educators and policymakers from among our countries in Asia and Europe. We create sustainable networks and collaborations among them by organising hybrid trainings, conferences, policy dialogues, and research.

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.

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

If you are interested in gaining insights and expertise in the world of international relations and the work of a non-profit organisation, 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.

About the Internship

We are looking for an **Intern** to support the **Higher Education team** in implementing the [ASEF Higher Education Innovation Laboratory \(ASEFInnoLab\)](#) project.

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

Role and responsibilities

- Communications support, including preparing social media posts and designing graphics
- Project management support, including the preparation of project documents and background research
- Networking and stakeholder support, including the maintenance of databases and communication to participants
- Other duties as assigned by the Department Director or designated supervisor in support of the department's programmes and activities

¹ <https://www.aseminfoboard.org/about/partners>



Requirements

- BA or MA students in international relations/public policy/education innovation related studies.
- You are a citizen of any of the [51 ASEM Partner Countries](#).

Application Information

Interested candidates should send their cover letter and CV via this [link](#). Please indicate the following for us to assess your match:

- Nationality
- Date of Birth
- Expected graduation date from the current academic degree that you are studying for
- Your available period for full-time or part-time internship of 3 to 6 months

Please note that only shortlisted candidates will be notified.