



CES is looking for two summer interns!

The Center for European Studies (CES) and the Maastricht Summer School (MSS) at Maastricht University organise study programmes for international students who come to Maastricht for a few weeks, a semester, or a year. We pride ourselves on providing the best possible European study abroad experiences inside and outside the classroom.

If you want to gain international work experience in a dynamic environment, where you have a high level of independence and responsibility and lots of contact with international students, this is the place for you!

Our workplace is informal, with supportive and friendly colleagues who will offer you a diverse, challenging and fun workload. You will be in touch with students and professors and are bound to benefit immensely from working in this innovative and international setting.

When

20 May – 16 August 2024 (please include your availability in your motivation letter; arrival around June 1 and departure around September 1 are also possible).
Working days and working hours to be determined in conjunction with CES-MSS.

Responsibilities

- Providing assistance and information to students from the various programmes offered by CES and MSS;
- Organisation and supervision/guidance of study trips and day trips for CES and MSS students;
- Administrative programme tasks;
- Various activities supporting the CES and MSS staff, secretariat and professors;
- Working on social media campaigns and content creation/curation.

Requirements

- You are a CES alumnus/alumna;
- You are still an enrolled student at your home university/college;
- You are a native speaker or have an excellent command of the English language;
- You are open-minded towards other cultures and nationalities;
- You are outgoing and able to work independently, as well as in a team;
- You are accurate, used to working with deadlines and a good organiser;
- You have a high-level of customer service;
- You have experience with social media (e.g. Instagram, Pinterest, TikTok);
- You have some experience in guiding groups (desirable but not a must);
- You are skilled in photography and/or videography (desirable but not a must);
- You have a first aid diploma (desirable but not a must).

Please note: The internship can be within the framework of your programme of study, but this is not necessary. If requested, your internship can be graded. The grade can transfer to your home university.

Remuneration

You will receive a remuneration of €15 per working day. Additionally, you will be housed by CES at Maastricht University's International Student Guesthouse (C single, P double or C double according to your preference) for free, and CES will pay part of your plane ticket (€400).

How to apply

Please send your motivation letter and resume to ces.info@maastrichtuniversity.nl, to the attention of Raimond Coumans before October 23, 2023. Don't forget to include information about your availability (dates).