

Internships with the Fulbright Commission's Advising & Communications Team

The US-UK Fulbright Commission seeks bright, motivated students or recent graduates for our internship programme.

About the Commission and Advising & Communications Team: The US-UK Fulbright Commission fosters mutual cultural understanding between the US and UK through educational exchange in two ways: through our awards programme and advisory service. As an EducationUSA centre, our student advising team is designated by the Department of State as the official source of information on US higher education in the UK. Each year we reach thousands of UK students through our marketing, university fair, workshops, advising centre, website, social media, outreach around the UK and more!

Internships are unpaid and may be arranged on a full-time or part-time basis.

About the Internship Programme: Interns join a small, but dynamic and highly-motivated team of staff. We try to ensure interns have a 50-50 balance between our day-to-day work and special projects. Though some administrative work is required, participants work closely with staff on a wide range of professional activities. Sample activities include: assisting prospective students with questions about US study (year round), representing Fulbright at schools and universities (during academic year), helping plan student seminars (monthly) or our annual USA College Day fair (September), or assisting our Comms Officer with upcoming promotional campaigns and press releases.

For many interns, the programme is a great way to gain valuable, hands on work experience in student advising, events management, communications and/or marketing. Interns also experience first-hand differences in culture and educational systems between the US and UK, and many find it exciting way to help other students interested in studying abroad follow in their footsteps!

Desired qualifications and skills:

- Enthusiasm for study abroad (even if this internship is your first experience overseas)
- Interest in working with students
- Good written and oral communication skills
- Strong organisational skills
- Experience in the US higher education system (required)
- Some relevant work experience is preferred, such as working in a university or educational office, coordinating events, communications/marketing work or serving in a leadership position in a student organisation
- Ability to learn quickly and take personal initiative
- Intercultural sensitivity
- Reliability, dependability
- Minimum GPA of 3.0
- The legal right to work in the UK (for example through citizenship, on a Tier 4 Student Visa or participant in the BUNAC Tier 5 Intern in Britain programme.
- The position is suitable for applicants from a wide range of majors, including international relations, marketing, communications, political science and international/higher education.

How to apply: Individual applicants may express their interest in completing an internship by **emailing a CV and covering letter to:** advising@fulbright.co.uk Internship applications will be kept on file, and qualified applicants will be invited for an interview when positions are available.

The covering letter should describe:

- Your dates and hours of availability
- Details of your visa status and legal right to work in the UK (most applicants are UK/EU citizens or enter the UK on a Tier 4 Student Visa – not Student Visitor Visa or a Tier 5 BUNAC Intern in Britain Visa)
- Relevant work, overseas study or campus experiences
- Any knowledge of the US/UK educational systems
- Your interest in the Fulbright mission and our team's work
- How you plan to support yourself financially during your time in the UK