

Internship profile – Maastricht University / NIHAnkara - 2 internship positions

January-May/June 2012

Ankara, Turkey

Maastricht University and the Netherlands Institute of Higher Education have jointly set up two internship positions in Ankara, in the period January-May/June 2012 for students in the field of European Studies, International Relations and Politics. Students of other faculties are welcome to apply as well.

The organizations

Maastricht University can be regarded at the most international University in the Netherlands. Its internationalization objectives stretch beyond the direct surroundings of Germany and Belgium, but include a concrete strategy with regard to educating students from countries outside the EU. To support this strategy Maastricht University has appointed a number of teams, each responsible for setting up and maintaining recruitment of students and cooperation with Universities in various foreign countries. Turkey is among the UM target countries, and the UM Turkey team actively promotes the UM in Turkey by attending recruitment activities at fairs and high schools, setting up cooperation in research and education (exchange) with other universities, and by addressing problems that arise in the mobility of Turkish students to the Netherlands, in order to make Maastricht University a feasible option for as many Turkish students as possible.

The Netherlands Institute for Higher Education (NIHAnkara) located in Ankara, has the objective of promoting Dutch higher education (incl. HBO) in Turkey. The institute works as an intermediary and promoter; supporting the needs of Dutch higher Education institutes when they seek to establish a role in Turkey. Apart from this, NIHA sets up joint promotional activities for multiple Dutch Universities at once, and houses a Study in Holland-desk to inform students about the possibility of studying in the Netherlands. NIHAnkara serves the objectives of all Dutch Universities, and cannot work exclusively for one single university.

Both NIHAnkara and Maastricht University have the objective of making their recruitment activities permanent and ongoing. At the same time, both organizations want to further their strategy by e.g. exploring new areas such as cooperation with commercial companies in Turkey. Jointly, the organizations offer 2 internship positions.

The internship positions

Maastricht University and NIHAnkara offer 2 internship positions for 2 motivated students. The interns should be eager to learn about the structure and strategy of both organizations, work independently to set up plans to support this strategy, and function responsibly in representing the UM abroad. The interns will have to engage in setting up and maintaining a type of liaison function of the UM in Turkey, and support NIHAnkara with their work where objectives of both organizations meet.

Internship details

- Duration: 5-6 months (starting January 10th – May/June 2012)
- Location: Ankara, office of NIHAnkara (with some travelling to other locations in Turkey)
- Working hours: 40 hours per week; 5 days (occasionally flexibility will be demanded)

Duties and responsibilities

Intern 1 – NIHA strategy intern

- Exploring the opportunities of, en executing plans with regard to 400 years of Turkey-Netherlands diplomatic relations. NIHAnkara will set up seminars, workshops, and participate in various externally organized activities in the field of this celebration. All of this will fall in the domain of the intern. The intern will have to contact stakeholders, set up and plan activities and projects an represent NIHA on various occasions.
- Assisting NIHAnkara in setting up new initiative with regard to the commercial sector.

- Support of NIHAnkara 'Study in Holland desk' through special sessions, open office hours, and meetings with students at the NIHAnkara office.
- Finding and operationalizing new ways in which NIHAnkara can support higher Education Institutions in the Netherlands in their recruitment and cooperation strategies.

Intern 2 – UM strategy intern

Alumni relations

- Setting up a solid network of UM alumni in Turkey and organizing activities for these alumni.

Recruitment

- Representing the UM at Fair and secondary school visits
- Establishing a network of Erasmus exchange students on exchange in Turkey, and mobilizing them for the UM cause; e.g. to attend fairs and recruitment activities. Instructing those exchange students.
- Meeting with potential UM students in Turkey.
- Maintaining contact with UM recruitment agent in Turkey.
- Finding new ways of promoting the UM in Turkey.

Commercial policy

- Cooperating with intern 1 in setting up projects which will link the UM to commercial companies in Turkey.

Special conditions

- Room and board, as well as a workplace, will be provided by NIHAnkara, at the Ankara office.

Intern profile

- Familiarity with Maastricht University programs and teaching methods (PBL etc).
- Good knowledge of English. Knowledge of Turkish and/or Dutch is an asset, not a requirement.
- Ability to work independently
- Enthusiastic, team player, and more than 9-5 attitude.
- A keen aptitude for the primary role would lead to increased duty responsibilities if appropriate.
- Strong strategic approach and excellent research skills;
- An ability to organize priorities and manage several concurrent tasks
- An interest in the internationalization of Higher Education and diplomatic relations between Turkey and the Netherlands.

Procedure

As an intern, you will report to Karin van der Ven, chair of the UM Turkey team. Applications should be sent to her as well.

Contact details:

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All applications should consist of a resumé, and a letter of motivation. Application deadline: December 15th, 2011.

For more information about both organizations, feel free to have a look at

www.nihankara.org

www.maastrichtuniversity.nl