



## FAOU WINTER INTERNSHIP 2020

**Applications Open from 15<sup>th</sup> October to 14<sup>th</sup> November 2020**

### OVERVIEW

FAOU (Fatima Al-Fihri Open University), is a non-profit international online institute registered in Estonia as a European Digital Company. The university was established in 2016, and since then we have developed courses in various specialties such as management, politics, migration, gender, etc. with professors from well-ranked universities.

We believe that open and free education is a right for everyone, and that's why we have created various academic programs, accessible from everywhere and to everyone without pre-conditions or entrance exams. It's a university which gives you higher education for free and with convenient self-paced study options worldwide regardless of age, country, educational or cultural background.

Since almost all the UN and development entities consider education a crucial driver of development, we envision an abundant, developed world in which individuals can easily access higher education. We are confident that with our tireless, diligent work, and the support of inspired others towards the Sustainable Development Goal we can promote lifelong learning opportunities for everyone.

## BENEFITS

- No program fees.
- Flexible work timing (Between 6 to 8 hours a week).
- Remotely Training during the program.
- Certificate of internship provided by the end of the program.
- Support to apply for scholarships or to participate in other programs and events.
- International work environment with various social programs activities.

## PROGRAM REQUIREMENTS

- Proficiency in English language.
- Basic understanding of computer and internet applications.
- Access to internet at least twice a week.
- Ability to learn and act in a fast-paced environment.
- Ability to work effectively as part of a team.
- High motivation to learn and grow professionally.
- Ability to work in a multicultural, multi-ethnic environment and to maintain effective working relations with people of different national and cultural backgrounds.

## AVAILABLE POSITIONS

- **Human Resources Officer:**
  - Manage HR data at FAOU.
  - Communicate with internal team and response to public issues.
  - Coordinate with other HR colleagues on implementing HR instructions and rules.
  - Work with HR Manager to prepare recruitment campaigns.

- **Communication Officer:**
  - Communicate with potential partners and donors.
  - Arrange for coordination between the council of directors of the University and the department of public relations. **Or;**
  - Communicate with University teams to help sharing and collecting information and data.
  - Analyze the data collected and prepare reports based on it.
  
- **Partnership Officer:**
  - Search for potential partners and formulate partnerships proposals.
  - Communicate with potential partners and donors.
  - Support partnership negotiations and meetings.
  
- **Marketing Officer:**
  - Communicate with University teams to help sharing and collecting information and data.
  - Analyze the data collected and prepare reports based on it.
  - Work on Marketing strategies to promote university brand and courses.
  
- **Social Media Editor:**
  - Possess great writing skills in English Language.
  - Possibility of posting on the page multiple times per week.
  - Ability to work on image editing (Availability of photo designer's help).
  
- **Social Media Officer:**
  - Possess great writing skills in English Language.
  - Ability to run social media platforms such Facebook, Twitter, Instagram and LinkedIn.
  - Creative ideas to drive the audience and increase the followers.

- **Pedagogical Affairs Officer:**
  - Good communication and coordination skills.
  - Ability to join a team working on designing educational programs.
  - Ability to analyze data and reports to help the university suggest new courses.
  - Ability to draft pedagogical files (From University Templates).
  - Search for and communicate with new professors & teachers (Under the supervision of managers).
  - Facilitate and Coordinate one of the Modules (Courses) at the University.
  
- **IT Officer:**
  - Experience in the field of applications and internet.
  - Give support to University teams to solve IT problems.
  
- **Platform Officer:**
  - Experience in the field of Web designing.
  - Be part of the platform Team to help in developing the content of the University platform.
  
- **Photo Designer and Editor:**
  - Design photos for educational courses provided by the University.
  
- **Video Designer and Editor:**
  - Design and edit videos for educational courses provided by the University.
  
- **Newsletter Manager:**
  - Work closely with managers of different teams and directors of departments to collect information about the project.
  - Draft a Monthly Newsletter with all collected information.
  - Engage in one to one conversation and contact with members of the University to cover their monthly updates.

## PROCEDURES

Interested applicants should apply online, before 14<sup>th</sup> November 2020 (UTC Time Midnight).

Link to apply: (<https://www.alfihri.org/internship2020>).

For more info or questions please contact us at: [contact@alfihri.org](mailto:contact@alfihri.org)