

INTERNSHIP

University of Haifa

Haifa Center for German and European Studies (HCGES)

The **Haifa Center for German and European Studies (HCGES)** offers an internship.

Interns will receive an insight to the work of the institute and have the possibility to gain experience in different areas through active involvement in the centers' activities. We are searching for young and interested students that love to communicate, try new things and apply their already learnt skills in a practical way. Furthermore, we encourage our interns to propose own ideas and suggestions. Moreover, we offer the possibility to get to know the people and the country of Israel, as well as life at an Israeli university and also to deepen your Hebrew knowledge.

The center for German and European Studies (HCGES) was instituted in 2007 as a joint project of the University of Haifa and of the German Academic Exchange Service (Deutsch Akademischer Austausch Dienst (DAAD)).

The HCGES is a research institute that is anchored in the research authority of the University of Haifa. The HCGES informs and educates academics, students, scholars as well as the general public about modern Germany. The Center mainly focuses on Germany's social, political, legal, economic and cultural developments after 1945. Since 2009 the HCGES offers an M.A. program for German and European Studies and since 2014 this program is conducted in English and is open to students from all over the world, in cooperation with the International School at the University of Haifa.

In the **academic year 2017-2018** there will be **two internship positions** each from:

01.09.2017 - 28.02.2018	Winter semester	Application by 15.06.2017
01.02.2018 - 31.07.2018	Spring semester	Application by 15.11.2017
01.07.2018 - 30.09.2018	Summer semester 2018	Application by 30.04.2018

APPLICATION:

Application documents:

- Tabular resume
- Motivation letter
- Letter of recommendation

Apply to: Please send your application in **English or German language in writing** to:

Cathrin Shalev, Administrative Director, cshalev1@univ.haifa.ac.il

- Requirements:** The internship is addressed to students of all fields but especially to students of German and European Studies, Political Science, Cultural Science, Educational Science, Linguistics and History Science.
- Interns should be either Bachelor or M.A. students and should have at least finished their first year at university.
- Mother tongue expertise in German, very good and fluent English (C1 Level) as well as preferably knowledge of Hebrew are expected.
- Moreover we expect familiarity with computer programs such as: MS Word, Outlook, Excel and PowerPoint. Other IT skills (Joomla, html etc.) would be an advantage.
- Tasks:** Active participation in administration, public relations as well as organizing events (lectures, symposia, conferences, etc.) and coordination. If applicable, expertise assistance with research as well as DaF-Language courses (German as a foreign language) are possible.
- Working hours:** 5h per day (Sunday to Thursday)
- Furthermore, participation at events that are conducted by the institute is expected.
- Note: please take into considerations that Sunday is a regular working day in Israel. Vacation or Holidays have been specified in advance and conform to the university employee's calendar and not to the study plan.
- Compensation:** 1000 \$
- Note: Payment applies only for the internship during the winter and spring semester. It will be payed either through paying for a language course during the semester or through subsidizing the rent.
- The internship in the summer will not be payed!
- Scholarships:** We recommend to ask for scholarships in due time (e.g. at the DAAD)
- Contact:** **Haifa Center for German and European Studies (HCGES)**
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