

جامعة نيويورك أبوظبي



NYU ABU DHABI

## Administrative Intern

### The Office of Global Education and Outreach

#### NYU Abu Dhabi

The Office of Global Education and Outreach at New York University Abu Dhabi, seeks to recruit an intern to work in the position of Administrative Intern.

The successful applicant will:

- Support clerical and administrative tasks for various areas of the office: Community-based Learning, Visiting Student Programs, Summer Experiential Learning, Semester Abroad, and Global Student Mobility
- The support can include data entry, event support, preparation of materials, supporting visitors, and other routine administrative tasks

The candidate will work in the office under the Supervision of the Assistant Director for Community-Based Learning (CBL) and the Assistant Director for the Visiting Student Program.

Applicants must have Word and Excel experience at a basic level and sufficient English to handle routine administrative and clerical tasks. We can provide training as well.

For consideration, applicants need to submit a cover letter, curriculum vitae, and one letter of reference, all in PDF format. If you have any questions, please email: [Lynn.Doiron@nyu.edu](mailto:Lynn.Doiron@nyu.edu).

The internship opportunity is competitive. Applications will be accepted during a short timeframe during Spring and Fall terms. Shortlisted candidates will be notified within a month of the application deadline.

#### *About NYUAD:*

NYU Abu Dhabi is a degree-granting research university with a fully integrated liberal arts and science undergraduate program in the Arts, Sciences, Social Sciences, Humanities, and Engineering. NYU Abu Dhabi, NYU New York, and NYU Shanghai, form the backbone of NYU's global network university, an interconnected network of portal campuses and academic centers across six continents that enable seamless international mobility of students and faculty in their pursuit of academic and scholarly activity. This global university represents a transformative shift in higher education, one in which the intellectual and creative endeavors of academia are shaped and examined through an international and multicultural perspective. As a major intellectual hub at the crossroads of the Arab world, NYUAD serves as a center for scholarly thought, advanced research, knowledge creation, and sharing, through its academic, research, and creative activities.

EOE/AA/Minorities/Females/Vet/Disabled/Sexual Orientation/Gender Identity Employer

UAE Nationals are encouraged to apply