

GLOBAL ENGAGEMENT

ERASMUS+ European Work Placement University of York (Great Britain)

The University of York prides itself on the range of partnerships, networks, research and teaching relationships and student/staff exchange links it has developed with institutions of academic excellence around the world. The Global Engagement team helps to make the University's Internationalisation strategy a reality, in partnership with the whole University community.

Global Engagement (GE) is responsible for the implementation of the objectives of the International Strategy of the University.

Main activities during the placement:

- Assist the Global Engagement team in organising delegations of senior members of staff and academics to visit universities and organisations in other countries to establish - or further develop links - between institutions
- Writing briefing materials and information packs for senior staff
- Conduct research and mapping of links with a specific country or geographical region
- Apply existing mapping methodology. The mapping exercise will focus around 5 major categories:
 - Institutional/Reputational (MoUs, rankings, past visits, quality of relationships...etc.)
 - Mobility (student and staff mobility programmes)
 - Teaching & Research (formal agreements, joint provision)
 - Human Capital (student recruitment, staff recruitment, alumni engagement...etc.)
 - Political/Economic environments (national funding structures and opportunities, political and economic data...etc.)

Learning Outcomes for the trainee:

- The graduate trainee will gain valuable international experience of working within a Higher Education institution's Global Engagement team.
- Gain understanding of International partners' Learning & Teaching interests.
- The role-holder will gain a good understanding of how different countries approach their research priorities and higher education policies (including Funding structures and Research & innovation initiatives)
- Interact with many different stakeholders to gather the information needed as part of the mapping exercise.
- The trainee will learn how to use quantitative and qualitative analysis tools and methods in the context of internationalisation.
- The opportunity to use of Communication tools (online and offline)
- Ensure high standard of Customer Service
- Work in a fast pace environment and as part of a dynamic team
- Exposure to an international workplace

We are looking for someone who has:

- Good research skills and a methodical approach
- The ability to identify and interpret key information
- Good written communication skills
- Strong organisational and presentation (written) skills
- Good organisational and time-management skills
- Strong Microsoft Office skills
- An interest in international work
- Experience of organising complex travel arrangements abroad (including visa issues, logistics and risk assessments)
- The opportunity to improve research and written presentation skills
- The opportunity to work gather experience of working in an international relations role, including issues of diplomacy and intercultural awareness
- Meaningful work experience in a busy team, including time management
- Learning how an international team operates, including dealing with time zones, exchange rates, intercultural skills, due diligence, etc.
- Learning how support services in universities work
- Assisting with projects ranging from welcoming international delegations, events, briefing materials for senior staff
- Would suit anyone who is interested in a career in international organisations, and/or administration

To apply, please contact: Sabrina.zissler@york.ac.uk