



**Who We Are:** The US-UK Fulbright Commission fosters mutual cultural understanding between the US and UK through educational exchange in two ways: through our awards programme and advisory service.

- **Advising:** As an EducationUSA Centre, our student advising team is designated by the US Department of State as the official source of information on US higher education in the UK. We offer services and events providing UK students with information on the US admissions process. Our team also administers a programme that works specifically with UK state school students interested in studying in the US, known as the Sutton Trust US Programme.
- **Awards:** The Fulbright Awards Programme is one of the most prestigious and best-known educational exchange programmes in the world. The global Fulbright Programme is operating in over 150 countries, with over 300,000 alumni.
- **Alumni:** To maintain connections with alumni of the Fulbright programmes sponsored by the US-UK Commission, the London Office runs the UK Fulbright Alumni Network. We provide opportunities for alumni to stay connected to each other and to the mission of the Fulbright programme.

**About our Internships:** Interns join a small, but dynamic and highly-motivated team of staff. We try to ensure interns have a 50-50 balance between our day-to-day work and special projects they take ownership over. While the Fulbright Commission is happy to consider candidates from all educational backgrounds the positions are highly suitable for applicants from a range of majors and interests including: international relations, marketing, communications, political science, international/higher education, student affairs, education and non-profit organisations. Internship applications are accepted throughout the year- autumn, spring and summer. **Internships are unpaid and may be arranged on a full-time or part-time basis.**

**Advising Internship:** The advising team seeks bright, motivated students or recent graduates for our internship programme with our department. Though some administrative work is required, no two days are the same! Advising interns work closely with staff on a wide-range of professional activities such as:

- Responding to enquiries from advisors, parents and prospective students with questions about US study (year-round)
- Representing Fulbright, and by extension the US, at schools and universities through outreach and presenting information sessions (during academic year)
- Helping plan student seminars on our annual USA College Day Fair (September), or assisting our Communications Officer with upcoming promotional campaigns and marketing projects
- Organising promotional materials and databases (year-round)
- Liaising with US university representatives (year-round)
- Acting as a team leader at student events (year-round)

### **A Successful Candidate for this Internship Will Have:**

- Enthusiasm for study abroad (even if this internship is your first experience overseas)
- Strong written and oral communication skills
- Interest in working with students
- Strong organisational skills
- Experience in the US higher education system (required)
- Some relevant work experience is preferred, such as working in a university or educational office, coordinating events, communications/marketing work or serving in a leadership position in a student organisation
- Ability to learn quickly and take personal initiative
- Intercultural sensitivity
- Reliability, dependability
- Minimum GPA of 3.25
- The legal right to work in the UK (for example through citizenship, on a Tier 4 Student Visa or participant in the BUNAC Tier 5 Intern in Britain programme)



**Awards Internship:** The London office receives and processes thousands of applications during the autumn and winter months. This involves logging the information, follow up with candidates, arranging selection committees and organising several days of interviewing. In addition, there will be opportunities to work with some event planning and attendance. While the job does involve a lot of paper and database work, ultimately it is all about people and being able to offer them a life-changing opportunity. Working in the Fulbright Awards department offers opportunities to meet and interact with applicants, current Fulbright Scholars, and alumni, as well as affiliated organisations, the US Embassy, university departments and the press.

**Awards Internship responsibilities can include:**

- Assisting with event organisation and planning for current grantees and/or alumni, particularly with the cultural orientation and reception for Fulbright Scholars
- Depending on the time of year, attend and assist staff during Fulbright orientation and other events
- Assisting with updating and development of materials for Fulbright events and orientations
- Review, analyse and develop conclusions from feedback from Fulbright events
- Preparation of communication materials such as web programme and news copy
- Responding to enquiries from potential candidates
- Research and update contact information for promotional materials
- Systematic receipt and logging of applications of candidates



- General office duties such as filing, photocopying, answering phones, etc.
- Input of data from application forms
- Helping with coordination of interviews

**A Successful Candidate for the Awards or Alumni Internships Will Have:**

- Basic IT skills including Word, Excel, and PowerPoint (Microsoft Access, Raiser's Edge or other database experience is also highly desirable)
- Excellent communication and organisational skills
- Flexibility and multi-tasking skills, and the ability to work to deadline
- Knowledge of website management
- Accurate data entry skills
- Experience in copywriting is a plus
- Friendly and helpful personality and customer-oriented approach (for answering enquiries from anxious candidates)
- The legal right to work in the UK (for example through citizenship, on a Tier 4 Student Visa or participant in the BUNAC Tier 5 Intern in Britain programme)

**Alumni Internship:** The alumni team seeks students or recent graduates who have an interest in non-profits, fundraising or alumni relations. While the role does require a fair amount of administrative and database work, you will also have the opportunity to learn skills that will benefit anyone looking to pursue a career in any of these areas.

**Alumni Internship responsibilities can include:**

- Alumni membership growth and strategy
- Preparation of communication materials such as newsletters, web copy, etc.
- Event planning and execution
- Alumni research and reporting
- Updating the alumni database and mailing lists
- Communicating with alumni and responding to alumni queries

**How to Apply:** Individual applicants may express their interest in completing an internship by emailing a CV and cover letter to: [intern@fulbright.org.uk](mailto:intern@fulbright.org.uk) with the subject line 'Awards Internship', 'Alumni Internship' or 'Advising Internship'

**The cover letter should describe:**

- Dates and hours of availability
- Details of your visa status and legal right to work in the UK (for example, on a Tier 4 student visa, UK/EU citizenship or the BUNAC Intern in Britain visa for students and recent graduates)
- Relevant work, overseas study or campus experiences, any knowledge of the US/UK educational systems
- Interest in the Fulbright mission and our team's work
- How intern plan to support themselves financially during their time in the UK