

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](#).

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. With a mix of activities, no two days are the same! Interns work closely with staff on activities such as events organisation, communications, and helping us administer our long-running programmes for students and scholars.

If you are excited about international exchange, higher education, and/or non-profit organisations, an internship with the Fulbright Commission could be a great fit! 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 activities may include:

- Helping plan student events including our annual USA College Day fair, residential events and undergraduate/postgraduate seminars
- Responding to enquiries from prospective students with questions about US study
- Representing Fulbright at outreach presentations at schools and universities
- Assisting our communications team with upcoming promotional campaigns
- Liaising with US university representatives
- Acting as a team leader at student events

Awards internship activities may include:

- Supporting preparations for annual Fulbright scholar events such as orientation or Forum conference
- Assisting with Fulbright US, UK or Summer Institute Award selections, including coordinating candidate interviews and aiding with the application process
- Developing promotional materials to aid with communications and marketing of Awards
- Researching US and UK universities to help find new promotional contacts
- Reviewing and analysing current practices to develop future strategies

A successful candidate for these internships will have:

- Enthusiasm for study abroad and international exchange
- Strong written and oral communication skills
- Strong organisational skills and ability to multitask
- Experience in the US higher education system
- Some relevant work experience is preferred, such as working in a university office, coordinating events or serving in a leadership position in a student organisation
- Ability to learn quickly and take personal initiative
- Intercultural sensitivity
- 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)



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 with the subject line 'Awards Internship' or 'Advising Internship'

The cover letter should describe:

- Dates and hours of availability
- Interest in the Fulbright mission and our team's work
- Relevant work, overseas study or campus experiences, any knowledge of the US/UK educational systems
- 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)
- How you plan to support yourself financially during your time in the UK

