THE AMERICAN UNIVERSITY IN CAIRO

PRESIDENTIAL INTERNSHIP PROGRAM

Professional Development and Cultural Experience at the American University in Cairo

2016 - 2017
Established in 1981, the Presidential Internship Program at the American University in Cairo (AUC) provides recent university graduates who are American citizens or permanent residents the unique opportunity to work at the highest levels of an international university, experience life in Cairo, learn Arabic and begin their professional careers while abroad.

Interns spend one academic year working at AUC. Each intern fulfills a full-time position in an AUC office or department that aligns with his or her professional and academic interests. Through their work, interns gain substantive skills and professional experience that provide an essential contribution to the AUC community. Past interns have utilized the knowledge and networks that they develop during the program to advance their careers and pursue a wide range of opportunities including, but not limited to, the fields of government, academia, journalism and law.

In addition to the primary focus on professional development, interns study Arabic through AUC’s School of Continuing Education, benefit from faculty privileges such as faculty housing, dining, and library access and enjoy AUC-sponsored trips to discover the culture and history of Egypt and the Middle East.
AUC OFFICES FOR PLACEMENT

Office of the President

Office of the Executive Vice President for Administration and Finance

Office of Advancement and Communications*

Office of Student Development

Office of Data Analytics and Institutional Research

Office of Sustainability

Research Institute for a Sustainable Environment

*There will be one intern placed in Advancement and one intern in Communications.

WORK ARRANGEMENTS

Interns will work full-time from the beginning of September 2016 to the end of the semester in June 2017. Interns are responsible for airfare to and from Cairo, but transportation from the airport to AUC will be provided upon arrival. There will be an orientation upon arrival in late August organized by the Intern Coordinator to familiarize interns with the AUC campus and general logistics for living in Cairo.
## PROGRAM BENEFITS

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<tr>
<th>Benefit</th>
<th>Details</th>
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<td>Rent-free faculty housing, utilities included and fully furnished</td>
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<td>Monthly stipend for living expenses</td>
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<td>Settling-in allowance upon arrival in Cairo</td>
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<td>Access to the AUC Library, Sports Center and extensive bus system</td>
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<td>Access to faculty lounge and faculty dining</td>
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<td>Health insurance and access to the AUC clinic</td>
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<td>60 hours of private Arabic tutoring per semester</td>
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<td>Funding for trips in and around Cairo and Egypt</td>
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<td>Opportunities for community service and volunteering</td>
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<td>Organized trips around Cairo and Egypt with the Office of Faculty Services and the Office of International Students and Study Abroad</td>
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<td>15 vacation/sick days in addition to official AUC holidays</td>
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APPLICATION PROCESS

To be eligible to apply, applicants must be:

- U.S. citizens or permanent residents
- Graduating from an undergraduate degree program between November 2015 and August 2016

Applicants must fill out the application form HERE on the website’s Application page.

Applicants must submit the following documents to interns@aucegypt.edu.

- A PERSONAL STATEMENT explaining the applicant’s interest in the Presidential Internship Program and describing any special skills, talents, or experiences that qualify the candidate for the presidential intern position and that enable them to contribute to the AUC community as a whole. The applicant may also briefly discuss their interest or prior experience in Egypt, the Middle East, and Arabic if applicable. Limit 500 words.

- A COVER LETTER addressed to the Intern Selection Committee including an explanation of the skills and experiences that qualify the applicant for one or (at most) two offices. The job descriptions listed in the “Available Offices” webpage will allow applicants to determine where their qualifications best align with the needs of the University. Limit 500 words.

- A CURRENT RESUME OR CV

- TWO LETTERS OF RECOMMENDATION submitted directly by the recommenders to interns@aucegypt.edu. Letters of recommendation should be submitted by the application deadline on January 22, 2016.

Note: Past interns have arrived with vast ranges of Arabic knowledge – from near fluency to complete beginners. Though previous study of Arabic is useful in navigating Cairo, it is not required and a lack of Arabic language experience will not hurt your chances.

Applications are due Friday, January 22, 2016.
Short-listed candidates will be notified and interviewed by mid-February.
Final notifications will be sent by March 1, 2016.
For more information about the program, such as detailed descriptions of the different offices and current intern profiles, visit our website here.

Read our blog at aucinterns.tumblr.com.

To learn more about The American University in Cairo, visit www.aucegypt.edu.

To contact us with any further questions, please email us at interns@aucegypt.edu.

We are also active on social media and would love to hear from you on our Facebook and Twitter accounts.