

STUDENT DEVELOPMENT INTERNSHIP - Media/Communications Position

SEARCH FOR TWO INTERNS AT HARLAXTON COLLEGE, ENGLAND (2019-2020 ACADEMIC YEAR)

Overview

[Harlaxton College](#) is seeking two Media Interns for the 2019-2020 academic year. Each intern will serve for approximately one term; one during the Fall 2019 semester (August 14 – December 13, 2019) and the other during the Spring/Summer 2020 semester (January 2 – June 28, 2020).

Responsibility

The internship will involve many aspects of a PR/Marketing position with additional responsibilities in student development and support. Responsibilities will be to:

- Manage all social media platforms for Harlaxton College
- Document and share the student experience through designated channels
- Develop promotional materials such as event posters and web content
- Manage the photo and reflection of the week submissions
- Create an end of term video and yearbook
- Advise the Media Club student organization
- Assist in running House Competitions and other campus events
- Serve in an on-call capacity as part of a staff duty rotation
- Act as trip courier for afternoon local culture trips and day/overnight excursions
- Other duties as assigned

Qualifications

We are seeking applicants who will have completed a baccalaureate degree at the time of the internship, who have had some experience in marketing, graphic design, photography and videography, and who are also knowledgeable in using computer and online design software programs and social media platforms. Preference will be given to candidates with experience in student development and/or who are entering, pursuing, or completing a master's degree in a relevant field of study. Interns must have legal right to live and work in the UK OR meet BUNAC requirements (see below).

Compensation

Completely furnished lodging and three meals a day will be provided in Harlaxton Manor, with a modest deduction of £52.85 [British Pound Sterling] per week for accommodation. The flexible work week will average 35 hours at British minimum wage, currently £7.70 per hour. The total stipend will therefore be £216.65 per week or approximately £3,683.05 for the duration of a 17 week contract. (At today's exchange rate, this is about \$4,727 USD for the duration of a 17 week internship). A cell phone with data package is provided and interns will have access to a college car and shuttle, on-campus nurse, library, free laundry facilities, and the on-campus gym.



Step 1 in Application: Selection by Harlaxton College

Interns will be selected by Harlaxton College on the basis of written applications followed by Skype or personal interviews. Please send a detailed cover letter and resume/cv to sdo@harlaxton.ac.uk. Please indicate in the cover letter whether you are applying for the Fall or Spring/Summer semester, or either.

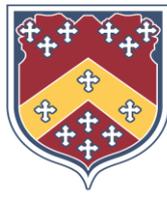
Applications are due March 13th, 2019.

Step 2 in Application: Clearance and UK visa through BUNAC (if non-EU or UK Citizen)

If you are selected by Harlaxton for one of these internships, and do not already have the right to work in the United Kingdom, your next step is to apply for the [Intern in Britain](#) program through BUNAC. This is a straightforward process, but several steps must be taken in order and in a timely manner. Please review BUNAC's eligibility requirements, application steps, and the various costs/services before you apply to Harlaxton, to ensure you are qualified and so that you will be prepared to act swiftly if you are a successful Harlaxton applicant. It is your responsibility to make sure you are eligible under the BUNAC requirements. The BUNAC process includes getting your UK visa. Both BUNAC and the UK Border Agency charge substantial fees, as you will see on the BUNAC website, and these are your personal responsibility ([Current Fee Information](#)). You are also responsible for your flight/transportation to and from Harlaxton at the beginning and end of the internship. (Please note that Harlaxton is not able to directly offer you a Certificate of Sponsorship for your visa. BUNAC has a special relationship with the UK Border Agency to administer entry aspects of the Intern in Britain program).

Questions?

If, after carefully studying the Harlaxton and BUNAC websites, you still have questions, please contact: mjanasiewicz@harlaxton.ac.uk



STUDENT DEVELOPMENT INTERNSHIP -

Student Activities Position

SEARCH FOR TWO INTERNS AT HARLAXTON COLLEGE, ENGLAND (2019-2020 ACADEMIC YEAR)

Overview

[Harlaxton College](#) is seeking two Student Activities Interns for the 2019-2020 academic year. Each intern will serve for approximately one term; one during the Fall 2019 semester (August 14 – December 13, 2019) and the other during the Spring/Summer 2020 semester (January 2 – June 28, 2020).

Responsibility

The Student Activities intern serves as the front line of student support for the Student Development Office. Responsibilities will be to:

- Train and supervise student Resident Assistants
- Manage student organizations
- Plan and execute House Competition program
- Produce weekly bulletin and Manor Messenger for student communication
- Coordinate elements of the college sports program
- Assist in running the Weekend Checkout process via Terra Dotta systems.
- Plan and support Student Development Office programming
- Serve in an on-call capacity as part of a staff duty rotation
- Act as trip courier for afternoon local culture trips and day/overnight excursions
- Other duties as assigned

Qualifications

We are seeking applicants who will have completed a baccalaureate degree at the time of the internship, who have had experience of working in residence life or student life programs, and who have a strong interest in international/intercultural education. Preference will be given to those who have studied abroad during their undergraduate careers and/or to candidates who are entering, pursuing, or completing a master's degree in student affairs or a relevant field of study and/or have experience with student supervision and programming. Interns must have legal right to live and work in the UK OR meet BUNAC requirements (see below).

Compensation

Completely furnished lodging and three meals a day will be provided in Harlaxton Manor, with a modest deduction of £52.85 [British Pound Sterling] per week for accommodation. The flexible work week will average 35 hours at British minimum wage, currently £7.70 per hour. The total stipend will therefore be £216.65 per week or approximately £3,683.05 for the duration of a 17 week contract. (At today's exchange rate, this is about \$4,727 USD for the duration of a 17 week internship). A cell phone with data package is provided and interns will have access to a college car and shuttle, on-campus nurse, library, free laundry facilities, and the on-campus gym.



Step 1 in Application: Selection by Harlaxton College

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Applications are due March 13th, 2019.

Step 2 in Application: Clearance and UK visa through BUNAC (if non-EU or UK Citizen)

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Questions?

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