



Regent's University London is a dynamic private higher education provider offering a range of undergraduate and postgraduate qualifications through 7 specialist schools. The University is set amidst the beautiful grounds of Regent's Park.

International Partnerships Office Internship (minimum 3 months)

INTERNSHIP DESCRIPTION

We are seeking **unpaid interns** in a roll-on basis throughout the year to join the International Partnerships Office (IPO) team. Based in a busy office environment you will be responsible for assisting the team, working closely with staff and students and assisting with international activities within the university community.

The role's primary focus is to be a first point of contact for students and to provide administrative support to the IPO team. The duties of the role include a range of general administrative duties from answering phone calls, dealing with student enquiries and correspondence, data entry onto our student records system and spreadsheets, giving campus tours, updating IPO publications, assisting in designing marketing materials and helping organise induction week or events. You will also assist the Head of the IPO, the Unit Managers (Erasmus, Inbound and Outbound Units) and the rest of IPO team in administrative tasks and project work on an ad-hoc basis. This role provides an excellent environment with international exposure.

The ideal candidate must have a good command of written and spoken English - **B2 Level** of Common European Framework of Reference for Languages (CEF or CEFR) is required. Previous experience working in an administrative/customer service role is desirable. The candidate must be computer literate with the ability to remain highly organised and accurate while completing multiple tasks with minimal supervision and constant interruptions.

The position is **full time**, Monday - Friday, 9am to 5pm (with an hour for lunch).

Applications are welcome from students who receive a traineeship grant under the Erasmus+ programme.



TO APPLY

To apply, please send a CV and covering letter in English to the International Partnerships Office (IPO), Regent's University London, Inner Circle, London, NW1 4NS, UK or email: ipo@regents.ac.uk

Please note: This is an UNPAID internship and we can only accept applicants with the right to work in the UK .

For more information about Regent's University London, please see our website:
www.regents.ac.uk