

## **Intern's tasks - Academic Directorate - AOD - NATO Courses Branch**

### **1. Job Context**

The Academic Operations Division (AOD) plays a key role in the programming, coordination, and execution of various NDC courses, ensuring their seamless daily management. These courses include the Senior Course (SC), NATO Regional Cooperation Course, Generals, Flag Officers, and Ambassadors' Course, Modular Short Courses, and Modular Short Courses for Partners Integrated. The AOD NCB intern will mainly support the coordination and execution of the SC, the flagship Course at the NDC. In addition to course management, the AOD oversees Field Studies, Daily Language Training, and other integral NDC activities. The division operates in a fast-paced, high-demand environment where routine preparation is essential, and quick resolution of issues is often required to maintain the smooth functioning of a dynamic academic setting. The role requires adaptability, problem-solving skills, and the ability to manage competing priorities efficiently.

### **2. Job Description**

- Collaborating in the preparation and delivery of the Language Placement Test and the Daily Language Training;
- Preparing and publishing the SC daily programs on the screens;
- Preparing, announcing (Academic Portal) and delivering the seating plans;
- Coordinating with FO Assistants to organize morning coffees and Top Tables (TTs), while also liaising with the mess manager to ensure that the dietary restrictions of CMs are accommodated for TTs;
- Delivering the Diplomas to CMs during the Graduation Ceremony;
- Helping with the preparation of Alert Plans and Duty Rosters;
- Providing assistance and cooperating in the arrangements for Course Inauguration and Graduation Ceremonies as well as any other AOD sponsored conferences or events;
- Supporting the preparation of the FCRs Address List with CMs;
- Supporting the FCR process by preparing FCR templates, scanning and printing original documents for submission to PoCs, and assisting with the delivery process, including labeling;
- Support to the Art & History program (signup lists, program, etc).