

Intern's tasks - Academic Directorate - AOD - Partner 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, NATO Regional Cooperation Course (NRCC), Generals, Flag Officers, and Ambassadors' Course, Modular Short Courses, and Modular Short Courses for Partners Integrated. The AOD PCB intern will mainly support the coordination and execution of the NRCC. 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

- 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 Course members (CMs) are accommodated for TTs;
- Preparing and delivering the Weekly Protocol Sheet;
- Prepare an end-of-course video for the CMs;
- Setting up working groups for exercises and seminars;
- Providing assistance before and during seminars and lectures;
- Delivering the Diplomas to CMs during Graduation Ceremony;
- Helping with the preparation of Alert Plans and Duty Rosters;
- Providing support during the Field Study preparation;
- 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 Final Course reports (FCRs) Address List with CMs in collaboration with the FAs;
- 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).