

Intern's tasks - Academic Directorate - Dean's Office

1. Job Context

The Dean is the functional head of all academic matters at the Directorate Level and is responsible for assisting the Commandant in the execution of the College Mission. The Dean coordinates and supervises the Academic Divisions (APPED, AOD, RD), as well as the Linguistic Services. The Dean must also maintain cooperation with the Director of Enablement (DoE) to deliver the College's mission. The Dean also assists the Commandant in establishing and maintaining close liaison with NATO HQ, NATO and Partner Nation ministries and other external bodies and organizations. The office of the Dean includes a Military Assistant (currently vacant) and an Administrative Assistant.

2. Job Description

The Intern in the Dean's Office will be tasked to provide the following support:

- Assist with the conduct of research and individual projects for the Dean: gather information, do research, write memos/summaries/analytical notes, prepare presentations, coordinate and attend meetings, as directed.
- Filing and archiving: reorganize and file folders and documents in the Dean's SharePoint space, and other related pages. Develop a process to organize and track the activities within the Dean's Office, incrementing its efficiency and timeliness.
- Administrative support: provide support to the Admin Assistant, as directed, e.g. attend meetings and draft minutes; handle official correspondence and phone calls; draft and/or edit reading material, reports, notes for the Dean; schedule meetings and set up the conference room; and more.
- Event planning: support the Dean's Assistant in the planning and execution of the Dean's Day and the Committee Study Project Presentations (CSP), i.e. Draft invitation package, coordinate financial agreement for lecturers with finance office, request transportation, hotel booking, security coordination, Visit Assistant. Also provide support to the Public Affairs Office (PAO) as Visit Assistant in the official visits/events at the College.

The candidate is required to be enrolled in a university degree programme or hold a degree, preferably in Political Science, International Relations, International Affairs, International Public Policy or related subjects.

Prior experience in the same field is preferable.

Professionalism, commitment, flexibility, good communication skills (written and oral), diplomacy, teamwork, individual sense of duty and responsibility, critical thinking/problem solving skills are all essential prerequisites.

A very good level of English language proficiency is required whilst the

knowledge of French and/or Italian would be beneficial but not essential.