

Leiden University Region Group Latin America & the Caribbean.

Vacancy for an Internship for the Leiden University Region Group Latin America & the Caribbean.

The Region Group Latin America & the Caribbean

In 2014, the Executive Board of Leiden University decided to establish 3 priority areas in the framework of its internationalisation policies. Each area has a Region Group, with a representative of each Faculty, and a Region coordinator. The objective is to set up comprehensive strategies over a 5 - year period. One of the 3 priorities is Latin American and the Caribbean (LAC). As a priority area, the objective is to develop a more focused approach and to stimulate and coordinate new projects. To this end, the Rector Magnificus and President of the Executive Board, Professor Dr. Carel Stolker, has already headed 3 official missions to LAC, the first one in August 2014 to Chile, and the second in March 2016 to Brazil, the third in October 2017 to Mexico.

Tasks for the intern

The Region Group Latin America & the Caribbean has the possibility to place an intern in order to achieve the following tasks:

1. Mapping Latin America & the Caribbean at the University:

The existing data has to be updated:

- For students at all level, from bachelor to PhD and postdocs, including advanced masters in all Faculties of Leiden University
- For teaching and other staff from LAC working at Leiden University
- For teaching staff working on or with a LAC topic, with LAC colleagues or in LAC

All this has to be put in databases.

- Help to improve the database on Leiden alumni in LAC

2. Help organising the GRULAC meetings, which are organised once per year:

- Produce a centralised contact list of all relevant stakeholders
- Help in spreading the programme to all those students and staff, which has been registered in the database
- Help with the contacts with the LAC embassies, plenipotentiary ministers from the Kingdom of the Netherlands overseas countries and the Dutch Ministry of Foreign Affairs

3. Take care of the social media and website for the LAC Region Group

Write a regular newsletter on LAC activities, update the LAC website;; set up and take care of the LAC Region group's Facebook, Twitter account.

4. Be present at the meetings of the Region Group LAC and take notes and distribute timely minutes and tasks to the group members.

5. The successful candidate will be required, after completion of his/her term, to **write a paper** on one of the aspects of the LAC activities in Leiden, to be assessed by the Region Coordinator on one of the aspects of the LAC activities in Leiden, or Leiden in LAC: 1500 words for 5 ECTS; 3000 for 10 ECTS

6. Write a self-evaluation on the internship experience to be presented within one month of the end of the internship.

Period:

3 months 5 ECTS

6 months 10 ECTS

Days per week: 2

Requirements

Knowledge of the Area

Fluency in English; knowledge of Spanish or Portuguese is an asset

Excellent knowledge of social media

Web design/management skills

Good communicating skills

Good writing skills

Level: 3rd year Bachelor or Master

Contact

For more information, please contact Dr Marianne L. Wiesebron, Coordinator, Region Group Latin America & the Caribbean:

Application:

Please send letter and CV to the Region Coordinator, Dr. Wiesebron by 1-12-2017.

Selected candidates might be invited for an interview.