



**THE AMERICAN UNIVERSITY IN CAIRO**

# PRESIDENTIAL INTERNSHIP PROGRAM

Professional Development  
and Cultural Experience  
at The American University in Cairo.

2017-2018





Established in 1981, the Presidential Internship Program at The American University in Cairo (AUC) provides recent university graduates who are American citizens or permanent residents the unique opportunity to work at the highest levels of an international university, experience life in Cairo, learn Arabic and begin their professional careers while abroad.

Interns spend one academic year working at AUC. Each intern fulfills a full-time position in an AUC office or department that aligns with their professional and academic interests. Through their work, interns gain substantive skills and professional experience that provide an essential contribution to the AUC community. Past interns have utilized the knowledge and networks that they develop during the program to advance their careers and pursue a wide range of opportunities including, but not limited to, the fields of government, academia, journalism and law.

In addition to the primary focus on professional development, interns study Arabic through AUC's School of Continuing Education, benefit from faculty privileges such as faculty housing, dining and library access and enjoy AUC-sponsored trips to discover the culture and history of Egypt and the Middle East.





# AUC OFFICES FOR PLACEMENT

Office of the President

Office of the Executive Vice President  
for Finance and Administration

Office of Advancement  
and Communications\*

Office of the Dean of  
Undergraduate Studies

Office of Data Analytics  
and Institutional Research

Office of Sustainability

Research Institute  
for a Sustainable Environment

\*There will be one intern placed in Advancement and one intern in Communications.

## Work Arrangements

Interns will work full-time from the beginning of September 2017 to the end of the semester in June 2018. Interns are responsible for airfare to and from Cairo, but transportation from the airport to AUC will be provided upon arrival. There will be an orientation upon arrival in late August organized by the Intern Coordinator to familiarize interns with the AUC campus and general logistics for living in Cairo.

# PROGRAM BENEFITS

Rent-free faculty housing, utilities included and fully

60 hours of private Arabic tutoring per semester

Monthly stipend for living expenses

Funding for trips in and around Cairo and Egypt

Settling-in allowance upon arrival in Cairo

Opportunities for community service and volunteering

Access to the AUC Library, Sports Center and extensive bus system

Organized trips around Cairo and Egypt with the Office of Faculty Services and the Office of International Students and Study

Access to faculty lounge and faculty dining

Health insurance and access to the AUC clinic

15 vacation/sick days in addition to official AUC holidays

# APPLICATION PROCESS

To be eligible to apply, applicants must be:

- U.S. citizens or permanent residents
- Graduating from an undergraduate degree program between November 2016 and August 2017

- Applicants must fill out the application form on the website's Application page.

Applicants must submit the following documents to [interns@aucegypt.edu](mailto:interns@aucegypt.edu).

- A **PERSONAL STATEMENT** explaining the applicant's interest in the Presidential Internship Program and describing any special skills, talents or experiences that qualify the candidate for the presidential interns position and that enable them to contribute to the AUC community as a whole. The applicant may also briefly discuss their interest or prior experience in Egypt, the Middle East, and Arabic if applicable. *Limit 500 words.*
- A **COVER LETTER** addressed to the Intern Selection Committee including an explanation of the skills and experiences that qualify the applicant for one or (at most) two offices. The job descriptions listed in the "Available Offices" webpage will allow applicants to determine where their qualifications best align with the needs of the University.  
*Limit 500 words.*
- A **CURRENT RESUME OR CV**
- TWO LETTERS OF RECOMMENDATION** submitted directly by the recommenders to [interns@aucegypt.edu](mailto:interns@aucegypt.edu). Letters of recommendation should be submitted by the application deadline on January 20, 2017.

*Note: Past interns have arrived with vast ranges of Arabic knowledge – from near fluency to complete beginners. Though previous study of Arabic is useful in navigating Cairo, it is not required and a lack of Arabic language experience will not hurt your chances.*

Applications are due Friday, January 20, 2017.

Short-listed candidates will be notified and interviewed by mid-February.

Final notifications will be sent by March 1, 2017.

## CONTACT US

For more information about the program, such as detailed descriptions of the different offices and current intern profiles, visit our website [here](#).

Read our blog at <http://aucpresidentialinterns.tumblr.com/>.

To learn more about The American University in Cairo, visit [www.aucegypt.edu](http://www.aucegypt.edu).

To contact us with any further questions, please email us at [interns@aucegypt.edu](mailto:interns@aucegypt.edu).

We are also active on social media and would love to hear from you on our [Facebook](#) and [Twitter](#)