

UNIVERSITY OF CALGARY – MBARARA UNIVERSITY OF SCIENCE AND TECHNOLOGY
(INTERNATIONAL RELATIONS OFFICE)
Canadian Queen Elizabeth II Diamond Jubilee Scholarship (QES)
Young Leaders in International Development

POSITION DESCRIPTION	
Title of Placement:	Communications Intern (International Relations)
Location:	Mbarara University of Science and Technology (MUST), Town Campus, International Relations Office - Mbarara, Uganda
Department:	International Relations Office, Central Administration
Duration:	3 months minimum (90 days)
Expected Start Date:	May 2023 (Spring/Summer). Position may open again for Fall 2023.
Project Description:	<p>This internship opportunity is part of the Canadian Queen Elizabeth II Diamond Jubilee Scholarship (QES) program funded in part by the Community Foundations of Canada. It will be carried out in partnership with the University of Calgary and the Mbarara University of Science and Technology International Relations Office (IRO). The QES program engages a dynamic community of young global leaders across the world to create lasting impact both at home and abroad through cross-cultural exchanges encompassing international education, discovery and inquiry, and professional experiences.</p> <p>QES Intern will work with the International Relations Officer under the Vice Chancellor’s office at Mbarara University of Science and Technology (MUST). MUST was established in 1989 and has flourished on partnerships to make strides in its core pillars of teaching, research and community engagement. MUST has enjoyed a longstanding partnership with UCalgary since 2002.</p> <p>Since its inception in 2016, the IRO aims at increasing the visibility of MUST through proper and improved management of international collaborations and partnerships. This is attained through: handling the university’s students and staff exchange programmes, orientation of students and faculties that come to or from MUST, hosting visitors, aiding the process of Memoranda of Understanding between MUST and her collaborators and partners, securing international student passes, aiding visitors and students to register with Uganda Medical and Dental Practitioners Council, coordination of work permits, publicity of MUST internationally through periodic updates of the MUST website and social media sites, facilitating the international input and know how into MUST general activities within faculties and management.</p> <p>The intern is expected to commit at least 7 hours a day, five days a week (or 35 hours a week) to work with the International Relations Office on tasks described below.</p>
Responsibilities:	<p>Duties may include but are not limited to:</p> <ul style="list-style-type: none"> • Collect and document impact stories of MUST partnerships, international visitors and students including supporting development of stories in the newsletters and website. Develop content (photos, quotes, video shorts) for the MUST social media platforms.

	<ul style="list-style-type: none"> • Strengthen and develop online platforms to help promote IRO activities. This may include photo galleries, online video-sharing platform like YouTube. • Work with the IRO team to update the MUST website (www.must.ac.ug) and in particular the IRO page. • Support the International Relations Officer in organizing visits for international staff and students including in-country orientation at the university and around town. • Support the development of a digital catalogue for MUST partners to inform the development of the MUST international collaborations and partnerships. • Work with the MUST team to develop the MUST internationalization policy/ guidelines and the orientation manual. • Help with preparation of graphic design materials for the IRO such as newsletters and brochures.
Eligibility:	<ul style="list-style-type: none"> • Must be a senior-level student entering or enrolled in their 3rd or 4th year of undergraduate studies in International Relations, Marketing, Communications or other related programs or be enrolled in a graduate program in a related field at the time of application. • Must be a Canadian citizen or permanent resident. • 35 years of age or under at time of application. • The working language is English. • Online platforms expertise (vimeo, website development, wordpress, youtube) • Good working knowledge of MS Office (especially ppt and word) • Graphic design experience: canva or ppt, illustrator, other. • Video editing/photography skills an asset. • Communication: experience writing, blogs, stories or other social media). Ability to write using simple language, especially strong writing skills. • This QES placement must be for academic credit. Interns should register in at least one course offered in the semester the internship is taking place (e.g., online course, independent study, self-directed study/research, co-op program placement, graduate research). Interns can work with the Office of Study Abroad and/or their academic mentor to explore options. • Must be mature, independent and a good team player. • Must be flexible and willing to adapt according to the needs of the program and cultural setting with empathy and consideration.
Expected Program Outcome:	<ul style="list-style-type: none"> • Enhanced networking between Canadians and fellow citizens in Uganda • Experiential learning focused on professional career development (Communications/Marketing) • Enhanced skills and intercultural competencies through interaction with the diverse community of learners.
Financial Assistance:	A maximum of \$6,000 to cover travel (airfare, insurance, immunizations) and living expenses will be provided to the selected intern for the 90 days duration of the placement.
Application information:	Global Learning Office, University of Calgary International https://www.ucalgary.ca/international/study-abroad/ges-east-africa
Application deadline:	January 10, 2023