



INTERNSHIP

Communication and Office Administration

The Role

The London Centre for Interdisciplinary Research (LCIR) is looking for a new Communication and Office Administration Intern with a pro-active attitude to join our team! The internship involves working on the online promotion of our events on various social media channels and academic platforms, supporting the ongoing research projects and additional administrative tasks. The core responsibilities, requirements and benefits are listed below.

About LCIR

At LCIR, we are driven by the passion for research and knowledge sharing. We believe that in order to solve the big challenges facing society scholars must work together. Our goal is to help researchers meet, share and present their work in an informal and friendly environment. We aspire to create a platform for new research networking and collaboration among scholars by bringing them together from different fields of study and different parts of the world.

Responsibilities

- Assist with online communication using Facebook, Instagram, LinkedIn, Twitter
- Assist with online communication using academic websites
- Assist in the distribution or delivery of promotion materials
- Assist in activities and responsibilities associated with daily administrative operations
- Support the Ongoing Research Projects

Requirements

- Undergraduate or postgraduate student
- Minimum availability of 20 hours per week
- Analytical and critical thinking skills
- Excellent spoken and written English
- Affinity with social media platforms and online promotion
- Detail-oriented with strong organisational skills
- Pro-active approach and the ability to multi-task
- PowerPoint, Word and Excel experience

Benefits

This is an unpaid internship, but you will get:

- Experience in academic events promotion
- Mentoring, and training by an experienced and knowledgeable team
- Flexible schedule and remote working
- Opportunity to participate in the events organised by LCIR
- A Certificate/Recommendation Letter provided upon request

Got Interested?

Submit your CV and a short motivation letter to getinvolved@lcir.co.uk!