HEIDELBERG UNIVERSITY ASSOCIATION

Internship at Heidelberg University Association – New York Office

Heidelberg University Association supports Heidelberg University's transatlantic cooperative endeavors, including academic partnerships, student and faculty exchanges, and maintaining the close ties between the university and alumni in North America. The office in the German House in New York serves as a hub to connect students, researchers, entrepreneurs, and other stakeholders from both sides of the Atlantic to enable cooperation, partnerships, and knowledge exchange.

Heidelberg University Association offers one internship per year to undergraduate or graduate students of the Heidelberg Center for American Studies (HCA). This internship provides a professional and educational experience in a not-for-profit organization that represents Heidelberg University in the United States and Canada.

Heidelberg University Association is seeking a highly motivated student with a strong interest in supporting international academic exchange.

Responsibilities:

Support the liaison office and its ongoing activities in close cooperation with the Executive Director and the Program Officer:

- In-depth research of topics relating to international higher education and science communication
- Programmatic and logistical support for upcoming meetings and events
- Preparation of presentations for various target groups
- Promote study programs at Universität Heidelberg
- Content creation for communication
- Manage social media channels and brainstorm outreach ideas

Requirements:

- Undergraduate or graduate student of the HCA. Applicants should have completed the equivalent of four semesters of college coursework by the time they begin an internship.
- Fluent in English. German language skills preferred but not required
- Strong interest in international higher education and academic exchange
- Outstanding communication skills (oral, written, interpersonal)
- Strong MS Office skills, social media skills, online research
- Highly organized and self-motivated

HEIDELBERG UNIVERSITY ASSOCIATION

We offer:

- The opportunity to get to know the North America office of Heidelberg University, its partner institutions, and to learn about the higher education landscape. The intern will also get insight into managing a non-profit (501c3) organization in the U.S.
- A supportive work environment at our office located in the German House in New York, where also other university liaison offices, the DAAD, DFG, the German Consulate General and the German Mission to the United Nations have their offices.
- Help with applying for the J-1 intern visa (in cooperation with our visa sponsor the German American Chamber of Commerce in New York) and partial reimbursement of fees.
- For exchange students in the U.S., the internship may be considered as OPT. Please contact the International Office of your host institution and ask if they are willing to initiate the request for an extension of your J-1 visa.
- Support with finding housing in New York City.
- A partial stipend of $800 monthly toward lodging and a monthly OMNY card for NYC.
- 2–3-month internship (internships are offered year-round, with start dates arranged by mutual agreement and subject to availability)
- Internship certificate after completion of the internship.

Location:

- German House, 871 United Nations Plaza, New York, NY 10017
- Interns are expected to work 40 hours per week.

Apply by January 15, 2027

Please send your cover letter and resume in one PDF to Dr. Katja Simons, Executive Director, Heidelberg University Association, Email: ksimons@heidelberguniversity.org. The selection is conducted in cooperation with the HCA.