



SU INTERNATIONAL STUDENT INTERNSHIPS

Appointment Period: Jan 2025 - June 2026

SU International contributes towards SU's aspiration to be an internationally recognised research-intensive institution, rooted in Africa with a global reach, SU International promotes and enables internationalisation at SU as an augmented comprehensive process involving faculties and PASS environments through

- *purposeful thematic, multilateral alliances and bilateral partnerships in Africa, as well as beyond Africa,*
- *global education interventions for a transformative student experience,*
- *staff mobility programmes for capacity development,*
- *the development and enrichment of scholarship in Africa, and*
- *focused information management to ensure well-informed decision-making,*

all supported by a dedicated services platform.

Within the different centres, interns have the opportunity to contribute towards the above value proposition of SU International and to ensure that the broader SU community is well served by SU International.

HOW TO APPLY

Eligibility Requirements

- ✓ Applicants must be registered at SU for the 2025 academic year.
- ✓ Only **senior students** are eligible to apply. (*Must be in 3rd year and beyond in 2024 academic year*)
- ✓ Interns are required to work for **20 hours per week** without compromising their academic performance.

Appointment Details:

- ✓ The successful candidate will be appointed for **18 months** (*Jan 2025 - June 2026*).
- ✓ A stipend of **R8 293 per month** will be provided.
- ✓ The appointment will be automatically cancelled if studies are discontinued.

Application Requirements:

- ✓ Read the job description carefully and ensure you meet all the requirements.
- ✓ Submit your application by **Friday, 6 December 2024, at 16h00**. **NO LATE APPLICATIONS WILL BE CONSIDERED.**
- ✓ Prepare digital copies of the following documents before starting your application:
 - **Concise CV: Maximum of 3 pages**, detailing previous work experience and listing at least **two** references. (do **not** submit any reference letters).
 - **Cover letter: Maximum of 2 pages**, highlighting relevant administrative skills, experience, campus involvement and leadership roles.
- ✓ Only one application per student will be accepted. Ensure all information is accurate and complete
- ✓ Preference will be given to students with a sound academic record and those on track to complete their degrees within the prescribed timeframe.

Online interviews will take place on Wednesday, 11 December 2024.

Applicants must ensure they are available on this date.

[TO APPLY CLICK HERE](#)

NB: Stellenbosch University International reserves the right not to make an appointment.

CENTRE FOR GLOBAL ENGAGEMENT: UNIT FOR GLOBAL LEARNING

1. INTERNSHIP: VOLUNTEERING COMMUNITY ENGAGEMENT (VCE)

The Volunteering, Community Engagement, and Integration Internship at Stellenbosch University offers students hands-on experience in organizing and executing impactful community engagement initiatives. The primary objective of this internship is to cultivate meaningful connections between the university and local communities while facilitating the participation of international students in community development projects. Additionally, the intern will support various integration activities that promote global learning and cross-cultural understanding among students and also assist with general office administration in the Global Learning Unit.

Job Description:

- Provide comprehensive logistical and organizational support for the Voluntary Community Engagement (VCE) Program, including coordinating transportation, developing a detailed budget, and liaising with Stellenbosch University International (SUI) and Global Engagement Centre (GEC) staff regarding financial management and program coordination.
- Manage all VCE email correspondence and regularly check the VCE email account.
- Accompany students at least 2 times a week to the community project sites to ensure smooth operations and foster collaboration with community members.
- Collaborate with community engagement stakeholders to enhance the social impact of VCE community engagement programmes.
- Oversee the submission of reflective journals from student participants.
- Assist in collating feedback and preparing reports on program effectiveness.
- Utilize social media and digital platforms to promote the VCE program and its activities.
- Organize and facilitate integration activities, including orientation, International Food Evening, Global Week, ISOS and campus tours.
- Align projects, events, and programs with the Global Students Learning Outcomes
- Occasionally assist with safety, security, and emergency response protocols.

Requirements:

- Proven academic excellence and commitment to educational success.
- Ability to manage multiple tasks, prioritize effectively, and handle logistics, time management, and record-keeping with attention to detail.
- Exceptional written and verbal communication skills, with the ability to engage with diverse stakeholders, including students, faculty, community members, and university staff.
- Sensitivity towards and understanding of the diverse backgrounds with a commitment to fostering inclusivity.
- Proficiency in Microsoft Office Suite (Word, Excel, PowerPoint) and familiarity with project management tools; experience with social media platforms is a plus.
- Prior experience or interest in event coordination, community development, or social impact initiatives, with flexibility to adapt to evolving job requirements.
- Proven ability to work both independently and collaboratively within teams, complemented by strong interpersonal skills.
- Willingness to work evenings, weekends, and university holidays, with availability before the start of the academic year

Internship outcomes:

- Advanced knowledge of and insight regarding the community engagement enterprise.
- Refined communication, public speaking and mass presentation skills.
- Refined interpersonal, leadership, financial, record-keeping, logistical and networking skills.
- Community development practice skills with an emphasis on diversity.
- Programme implementation, tracking and evaluation skills.
- Develop the experience and understanding of Internationalisation and global learning.

Enquiries: Mr Angelo Jephtha at acj@sun.ac.za

2. INTERNSHIP: INTEGRATION AND GLOBAL LEARNING SUPPORT (X2 VACANCIES)

The Integration and Global Learning Support Internships offer an exciting opportunity for two student interns to engage with and support the diverse community of international students at Stellenbosch University. The ideal candidates are passionate about fostering cross-cultural collaboration, supporting student integration, and enhancing global learning experiences. In this role, you will be responsible for organizing and coordinating social, cultural, and educational programs that connect international students with local student groups and the wider university community. This internship also provides opportunities to assist in promoting global learning initiatives, such as short courses and events that encourage cultural exchange, internationalization at home, and community engagement. It is an excellent opportunity for individuals interested in global education, community development, and intercultural communication.

Job Description:

- Assist with organising and coordinating social and cultural activities with an integration focus, such as orientation programmes, food evenings, and workshops
- Facilitate communication and collaboration between international students, local students, as well as university and community stakeholders
- Support experiential and co-curricular initiatives aimed at enhancing global learning including short courses
- Contribute to the development and coordination of student support programs with groups such as the Matie Buddy Programme, the International Student Organisation of Stellenbosch (ISOS) and Amani (African Student Board)
- Work collaboratively with stakeholders such as the SRC representative for Internationalisation, campus societies and living spaces, refugee and displaced students, to design and implement new integration activities and opportunities
- Coordinate campus tours.
- Assist with social media content creation and promotion of international events and activities.
- Provide general administrative support, including paperwork, record-keeping, and reporting on program effectiveness in the Global Learning unit.
- Assist with emergency support for international students
- Ensure that all work done in the internship aligns with and promotes the Global Learning Outcomes of Stellenbosch University International.

Requirements:

- Strong organisational and time-management skills with attention to detail.
- Excellent written and verbal communication skills.
- Sensitivity and understanding of diverse cultural backgrounds and an interest in wellness
- Proficiency in Microsoft Office, Canva, and familiarity with social media tools. Ability to take photographs and curate Instagram reels and TikToks will be an advantage.
- Interest or experience in event coordination, community engagement, or intercultural initiatives.
- Proven ability to work both independently and collaboratively in a team.
- Flexibility to work evenings, weekends, and university holidays as needed.

Internship outcomes:

- Advanced knowledge of and insight regarding intercultural communication, integration, and community building
- Refined communication, public speaking and mass presentation skills.
- Refined interpersonal, leadership, financial, record-keeping, logistical and networking skills.
- Integration development practice skills with an emphasis on diversity.
- Programme implementation, tracking and evaluation skills.
- Develop the experience and understanding of Internationalisation and global learning.

Enquiries: Angelo Jephtha at acj@sun.ac.za

CENTRE FOR CAPACITY DEVELOPMENT IN AFRICA (CCDA):
UNIT FOR INTERNATIONAL CREDENTIALLING

3. INTERNSHIP: UNIT FOR INTERNATIONAL CREDENTIALLING (SU-UIC)

The SU-UIC supports the evaluation and quality assurance of foreign qualifications to enable access for eligible applicants to quality higher education institutions, including Stellenbosch University. Currently the Unit externally quality assures a new international school-leaving certificate, the International Secondary Certificate, offered by the Independent Examinations Board (IEB) and will be externally quality assuring Lesotho's new national school-leaving qualification, the Lesotho Advanced Secondary Certificate from 2025.

Job Description:

- Support the Unit with day-to-day administration and general office work within the Centre.
- Handle certain administration and general enquiries relating to the Unit.
- Support the efforts of national, regional and international bodies and committees.
- Assist with preparations for external moderators, committee meetings and workshops (online and in-person).
- Assist with creating policies and procedures for the Unit and the relevant committees by doing background research.
- Assist with the review, editing and compilation of documents, policies and reports.
- Assist with research regarding curriculum design, international benchmarking, international assessments, quality assurance of school-leaving assessments and any other related fields as necessary.
- Assist with maintaining the Unit's presence both on social media and official website platforms.

Requirements:

- Exceptional interpersonal communication skills.
- Good administrative and organisational skills.
- Must be efficient and organised with acute attention to detail.
- Excellent computer knowledge and skills in Outlook, Word and Excel especially.
- Must be an independent self-starter.
- Very good written and verbal communication skills in English.
- Must be helpful and friendly, client-centred and have a professional work ethic.
- Must be trustworthy with a high degree of integrity.
- Experience in LinkedIn and other social media platforms.

Recommendations:

- Knowledge of Secondary Education and/or the Independent Examinations Board (IEB) and/or Lesotho's education system.
- Previous editing experience.
- Good written and verbal communication skills in Afrikaans and/or Sesotho.
- Previous administrative experience.

Internship outcomes:

- Acquire and enhance project management and event organising skills.
- Gain a deeper understanding of international qualifications and quality assurance processes.
- Acquire knowledge of university administration, record keeping, website building, and the processes involved with high-level committees.
- Acquire and enhance research and database management skills.
- Gain experience and an understanding of internationalisation.

Enquiries: Ms Mia Andersen at mandersen@sun.ac.za
