

# Internship: International Careers Conference

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## Background

The Australian Institute of International Affairs (AIIA) is an independent, non-profit organisation established in 1925 to promote public understanding and interest in international affairs in Australia. The Institute provides a forum for discussion and research on subjects of topical and continuing interest through meetings, conferences and seminars addressed by distinguished specialists and public figures. The AIIA operates nationwide across seven State and territory branches and a National Office in Canberra.

The AIIA contributes to international affairs in four ways:

**Providing a forum for debate:** The AIIA hosts meetings, lectures and discussion on important issues in world affairs.

**Disseminating ideas:** The AIIA publishes the scholarly journal *Australian Journal of International Affairs* as well as the definitive record of Australian foreign policy, *Australia in World Affairs*. Both now span over 50 years. The AIIA also publishes the weekly blog *Australian Outlook*.

**Educating:** The AIIA works to interest young people in global issues through the Young Professionals Network, by encouraging them to join the Institute's Study Tours to destinations as diverse as South America, Myanmar, Sri Lanka, Iran, Israel and Jordan, and through the annual International Careers Conference which is held in Melbourne.

**Collaborating:** The AIIA has cooperative relationships with other Institutes in Australia and worldwide, including Chatham House in London and the US Council on Foreign Relations.

### Role of International Careers Conference (ICC) Intern:

Designated members of the Council have responsibility for the oversight of the ICC, which is a particularly important element in the Institute's annual calendar. The 2024 Conference will be the 18<sup>th</sup> of its kind, and will likely be held in September. It is designed to engage, inform and inspire undergraduate and postgraduate students, as well as professionals already in the workforce, who are considering a career with an international component - whether in government, in business, or in the not-for-profit sector - and who wish, before making a decision, to obtain as much information as possible.

The 18th Conference will build upon the success of its predecessors. It is a full day program, consisting of panel sessions covering general areas of Business, Not-for-Profit and International Relations (government/academic); career-specific masterclasses, and networking opportunities.

**Position Title: ICC Intern – six positions available.**

**Position remuneration:** These are work experience positions. No remuneration is allocated to them, but the opportunities for networking, meeting distinguished visitors to the Institute, and for establishing excellent professional relationships with members of the Institute's Council, are valuable benefits. In addition, interns are welcome (and indeed encouraged) to attend standard Institute events free of charge; and, subject to satisfactory performance, each Intern is given a year's free Membership at commencement of the Internship.

**Internship duration:** March to September 2024 (any modifications with the agreement of both parties).

**Start date:** March 2024.

**Hours:** Approximately 10-15 hours per week.

**Manager:** Dr Benjamin J. Freeman (Ben)  
BSc (Psych), MBA, MIR, PhD

ICC Committee Chair  
AIIA Council Member

## The Role

### Key Responsibilities

- Research and liaise with potential speakers
- Update university contact lists and research other interest groups
- Represent the Institute and promote the ICC to staff and students at Victorian university campuses
- Research and liaise with potential sponsors
- Coordinate with the Institute's social media team to promote the ICC
- Review and update the ICC conference program
- Review contents of the delegate information pack
- Registration management and delegate liaison at the conference
- Update and maintain the Institute's ICC database of speakers and participants

### Required Skills

- Strong time management & planning skills
- Strong research skills
- Awareness of university structures and relevant courses
- Knowledge of international relations issues
- Excellent writing and communication skills
- Ability to work autonomously
- Ability to collaborate and work as part of a team

- Ability to think flexibly and creatively
- High degree of attention to detail
- Ability to take direction and instruction
- Strong computer skills

**Experience:**

Whilst this is a work experience position, any experience related to research, event management and desktop publication would be an advantage. It is essential to be able to think creatively and add value to an already excellent programme. Tertiary qualifications underway or completed are essential.

**Reviews:**

Interns will meet regularly with the Manager and the rest of the ICC committee to discuss the on-going work.

Should performance be assessed as sub-optimal, and fail to improve after an opportunity for rectification, the AIIA reserves the right to terminate the incumbent's occupation of the Internship, effective immediately.

**Location:**

According to the demands of the occasion, work can be conducted either at home or at the AIIA Victoria office in Melbourne CBD. Each intern will be required to use his or her laptop. Once the successful applicants have been appointed, the general hours and location of work will be determined in consultation with, and respectful of the circumstances of, the interns.

**Applications:**

Applications for an ICC Internship at AIIA Victoria should be addressed to [admin.vic@internationalaffairs.org.au](mailto:admin.vic@internationalaffairs.org.au) quoting "**ICC Internship Application**" in the subject line, and be submitted by close of business at **11:59 pm on Thursday 15 March 2024**.

Your application should include:

- (i) a covering letter consisting of a brief statement of your goals/motivation in undertaking an Internship with AIIA Victoria, and how your experience meets the Key Responsibilities of the role; and
- (ii) a CV/Resume, no longer than two pages, outlining educational qualifications and any work experience.