



INTERNSHIP OPPORTUNITY ACICIS YOGYAKARTA

An internship opportunity is now available within the Yogyakarta office of the [Australian Consortium for 'In-Country' Indonesian Studies \(ACICIS\)](#) for three students. This position would suit a student who is now in their third to final year in university and has an interest or passion in the Australian-Indonesian relations, international relations/law, English literature, education, intercultural communications, management, or hospitality.

Please find the position description and selection criteria below. Interested applicants should submit a cover letter and a current CV, no later than: **5 July 2023**.

Please note that only short-listed candidates will be notified.

Core responsibilities of the program interns

Duties to be performed by the interns include, but not limited to:

- Assisting ACICIS staff in program preparation, orientation, and implementation;
- Providing office support functions including word processing, data input, filing, copying, gathering, and compiling data;
- Updating and producing promotional materials and handbooks for ACICIS;
- Assisting ACICIS staff in getting office supplies;
- Assisting ACICIS staff with filing documents;
- Assisting ACICIS staff in managing ACICIS library;
- Assisting ACICIS staff with other tasks when called upon to do from time to time.

Core responsibilities of the finance and administration intern

Duties to be performed by the interns include, but not limited to:

- Assisting ACICIS staff in logistic planning of program preparation;
- Providing office support functions including word processing, data input, filing, copying, gathering, and compiling data;
- Assisting ACICIS staff in preparing ACICIS Events and Program events;
- Assisting ACICIS staff in getting office supplies;
- Assisting ACICIS staff with filing financial documents;
- Assisting ACICIS staff in managing ACICIS Offices;
- Assisting ACICIS staff with other tasks when called upon to do from time to time.

Selection Criteria

Essential:

- Currently enrolling in an undergraduate degree at a university in Yogyakarta;
- Currently residing in Yogyakarta;

- Having sound proficiency of operating the Microsoft Office Suite (including Microsoft Access and Publisher) and online platforms (i.e. social media, browsers and applications) for professional purposes;
- Possessing excellent administrative and time management skills, and ability to work both independently and as part of a team to achieve desired results;
- Demonstrating cross-cultural communication skills and willingness to learn and understand new cultures;
- Possessing good communication skills and abilities to maintain and liaise with external partners;
- Having a reasonable level of English proficiency, and willingness to develop this further as a part of the role.

Desirable:

- Basic knowledge of Photoshop/InDesign;
- Basic skills in photography and/or videography;
- Public speaking skills;
- Previous organisational experiences;
- Current class C driver's license (SIM C) and access to a motorbike.

Period of Employment

This internship is offered on a part-time basis (20 hours per week), with flexible distribution of working hours throughout each week, for a fixed-term period of **six months from 24 July 2023 – 26 January 2024**. A **monthly stipend** will be provided to cover personal transportation and meal expenses.

How to Apply

Required documents:

- A cover letter;
- A current CV.

Interested applicants should send the above documents to the ACICIS Yogyakarta Program Manager, Mrs Sinta Padmi, via email at: intern.yogya@acicis.edu.au no later than **Wednesday, 5 July 2023**. Please mark '**ACICIS Internship – Program**' or '**ACICIS Internship – Finance and Administration**' in the email subject field, according to your preferred division.

Please note that the **interview** will be scheduled for this position between **10 – 12 July 2023 at our office in Yogyakarta**. If shortlisted, please ensure you are available during this period.

Please visit our [website](#), [Facebook](#) and [Instagram](#) page to learn more about ACICIS' Yogyakarta programs and the work we do before preparing your application.