

Terms of Reference for IFI Interns

The following is an overview of the tasks that can be undertaken by interns assigned to any of the programs at the Issam Fares Institute for Public Policy and International Affairs (IFI). Please note that this is a general list and all tasks will not be undertaken by any one intern simultaneously.

For each specific internship, IFI staff will indicate: a) which tasks should be undertaken; b) the priority of each assignment; and c) deadlines for each assignment.

Interns will be evaluated on their performance at the end of the first month, and at the end of their internship. IFI reserves the right to terminate an internship if tasks are not performed and deadlines are not met.

A. ACTIVITIES RELATED TO RESEARCH

Substantive background research: Undertake searches in preparation for the launch of planned IFI projects or activities using the AUB library, online databases, the internet or other means, and submit a report.

Assisting IFI staff or AUB faculty on specific projects: Assist with conducting literature reviews and/or first-hand data collection. Terms will be set according to project.

B. WRITING

IFI policy memos: Assist with identifying topics for IFI research and policy memos and writing first drafts for consideration by the IFI staff.

Website and dissemination content: Includes press releases, project summaries, invitation letters, etc.

Conference/Workshop reports: Attend IFI events and write summaries/reports.

Translation: Translate from Arabic to English or English to Arabic, relevant website and dissemination content (as described above).

C. WEBSITE-RELATED ACTIVITIES

Review of IFI website: Go through each of the program pages and check that: a) all hyperlinks are working; b) hyperlinks open all external sites and all PDF files in separate windows; c) all forms are operational; d) the information contained is up to date and correct. Prepare a list for improving content, ease of access and use, and suggest updates for consideration by IFI staff.

Web and Design Technologies: Applicants with formal knowledge of web design technologies and desktop publishing (Adobe Creative Suite, Basic HTML) would be desirable, but not essential. Applicants will be taught to manipulate pre-prepared templates in said technologies.

D. DATABASE-RELATED ACTIVITIES

Target institutions and networks database: Review the database on target institutions and networks that should receive information about and by IFI and its programs. Ensure regional representation of institutions and networks. Prepare a list of suggested updates for consideration by IFI staff.

Research projects database: Review the database on research projects relevant to IFI's programs, both completed and ongoing. Prepare a list of suggested updates for consideration by IFI staff.

Researcher/Practitioner database: Review the database of researchers and practitioners relevant to IFI's programs, both completed and ongoing. Prepare a list of suggested updates for consideration by IFI staff.

E. ADMINISTRATIVE TASKS

Event organization: Assist with planning and organizing IFI lectures, conferences and workshops.

Clerical tasks: Assist IFI staff with administrative and clerical tasks such as filing, updating IFI calendars, hanging event flyers and posters around campus, following up with AUB departments, etc.

Interns should submit all requested comments, feedback, etc. by email to ifi@aub.edu.lb. For a general overview of the activities undertaken by IFI, please check our website www.aub.edu.lb/ifi