

# Writing Center Intern

## **DESCRIPTION**

We are currently looking for an intern to join the team of the Filitsa Sofianou-Mullen Writing Center at American University in Bulgaria, 12 Svoboda Bachvarova Street, 2700 Blagoevgrad, Bulgaria (<https://www.aubg.edu/writing-center>). You will be responsible for assisting the team, working closely with staff and students and helping with content creation to support the Writing Center's mission and strategic goals.

Type of contract: Applications are welcome from university students who receive an internship/traineeship grant under the Erasmus+ Programme or other grant(s) supporting student internships.

## **DURATION:**

- a) 2 months (July – August)
- b) 4 months (1 semester – end of August until middle of December);
- c) 9 months (full academic year – end of August until later May);
- d) 12 months (full calendar year – beginning of July until end of June)

Starting date: a) 1<sup>st</sup> of July; b) last week of August; c) last week of August; d) 1<sup>st</sup> of July

## **TASKS:**

The main tasks of the candidate will be to:

- Provide administrative support to the Writing Center – general administrative duties
- Assist in the preparation and creation of events and initiatives
- Help in the planning, organization, and implementation of engagement strategies
- Generate ideas for, develop and create articles, infographics, visuals, and guides
- Prepare and host writing-related workshops

## **SKILLS:**

- Excellent written and spoken English – B2 level or higher
- Microsoft Office competency
- Good organizational skills
- Eagerness to learn and develop your skills

**Personal capabilities required:** flexibility, punctuality, and creativity

The position is full-time. (8 hours/day), Monday to Friday.