



Grotius Centre for International Legal Studies

The Grotius Centre for International Legal Studies, Leiden University – Campus The Hague, offers an internship on a full-time basis. The period for the internship is from 1 March to 31 July/August 2020.

We invite interested candidates to send their CV and cover letter stating their motivation at grotiuscentre@law.leidenuniv.nl. Deadline for application: Sunday 2 February 2020.

Information

We are looking for two committed interns to assist us in the organization of our moot courts and summer schools such as the International Criminal Law Moot Court Competition, the Telders International Law Moot Court Competition, the International Criminal Law Summer School and the International Arbitration Training Course. You will mainly be tasked with organizational and administrative tasks. The internship further offers plenty opportunities to gain knowledge, develop your skills and create a network in the field of public international law.

Please note that you should currently be enrolled in a Bachelor/Master programme and the internship must be a mandatory part of your studies.

Duties

include, but are not limited to:

- Assisting with logistics and on-site coordination for events such as moot courts, summer courses, and workshops;
- Maintaining communication between various stakeholders of the events;
- Management of social media accounts and groups;
- Providing day-to-day administrative support to the Centre, such as responding to requests for information, preparing welcome packages for participants, creating promotional materials and maintaining databases.

Knowledge and Experience

- Excellent oral and written communication skills in English;
- Working knowledge of MS Office applications, in particular Word, Excel and PowerPoint;
- Experience with social media (Twitter, Facebook, LinkedIn, Instagram) is an asset;
- Working knowledge of InDesign and Photoshop is an asset.

Professional Skills

- Organized and detail-oriented;
- Strong interpersonal skills including ability to interact well with others in a team setting;
- Ability to work independently and manage conflicting priorities.

What We Offer

- Experience at Leiden University, in the field of public international law;
- Opportunities to gain knowledge and establish contacts in the field;
- A multicultural working environment;
- A small monetary compensation.