



# Grotius Centre for International Legal Studies

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The Grotius Centre for International Legal Studies, Leiden University – Campus The Hague, offers 2 internships on a full-time basis. The period for the internship is from 1 February to 1 August 2019 (flexible).

We invite interested candidates to send their CV and cover letter stating their motivation at [grotiuscentre@law.leidenuniv.nl](mailto:grotiuscentre@law.leidenuniv.nl). Deadline for application: Sunday 18<sup>th</sup> November 2018.

## Information

We are looking for two committed interns to assist us in the organization of our events 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, the International Humanitarian 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.

## 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.

## Background

- Currently enrolled in a Bachelor/Master programme in international law at a Dutch university;
- The internship must be a mandatory part of your studies.

## 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.