



Asociace
pro mezinárodní
otázky
Association
for International
Affairs

Žitná 27
CZ 110 00 Praha 1
Tel/Fax +420 224 813 460
—
info@amo.cz
www.amo.cz

Association for International Affairs (AMO) is offering an internship position:

Assistant to ALYAS Project Coordinator

AMO Lectures for Young Asia Scholars (ALYAS, www.amo.cz/alyas) is an educational project for selected senior university students, young scholars and professionals with the interest in Asia. The 6th round of ALYAS will take place in the academic year 2015/16. It consists of seven lectures and final event.

Internship Description

- Close cooperation with ALYAS Project Coordinator and Head of Conference Service to ensure smooth running of ALYAS;
- Assisting to lecture arrangements in the following dates:
15 October, 29 October, 12 November, 26 November, 10 December,
7 January, 21 January, 4 February;
- Promoting of call for participants (distribution of posters at universities, updates on social media);
- Communication with guests speakers (invitations, logistics).

Requirements

- English language;
- Availability in the dates as stated above;
- Start in August 2015;
- Flexible working time (approximately 4 hours per week);
- Diligence and responsibility;
- Interest in Asia is an asset.

We Offer

- Free access to exclusive lectures which are not open to public;
- Opportunities for networking;
- Valuable working experience (especially for students);
- Possibility of a small financial reward;
- Possibility of a paid position in the future AMO projects, should the cooperation be successful.

Applications

Please send your CV and short motivation letter (max. 500 words) to Sue Nguyen, sue.nguyen@amo.cz. The closing date for applications is **15 July 2015**. The interviews with selected candidates will take place in late July.