



## **Terms of Reference for Institute Interns**

The following is an overview of the tasks undertaken by interns assigned to the different clusters and units at the Issam Fares Institute for Public Policy and International Affairs. This is a general and non-exhaustive list, as there are other tasks tailored to the workings of the particular cluster or unit, joint projects with fellow interns, or work across clusters/units, to the extent possible and with the approval of their direct supervisor. Interns are also expected to attend in-person and online events organized by the Institute.

### **Writing**

- Drafting conference and workshop summaries and reports
- Assisting in editing, translation, and design of IFI publications
- Drafting social media content to disseminate Institute publications and activities
- Assisting in identifying topics for reports and policy briefs and writing first drafts for consideration by their direct supervisor
- Submitting to IFI's Intern's Blog in coordination with their director supervisor

### **Research**

- Undertaking desk research for projects and activities, and conducting literature reviews and/or first-hand data collection for reports as required

### **Administrative Tasks**

- Assisting with planning and organizing, as well as supporting with logistics during lectures, conferences, workshops, and other events organized by the Institute
- Assisting with updates of internal databases and calendars, filing, as well as other logistical and office tasks

The Institute reserves the right to terminate an internship if tasks are not performed, deadlines are not met, or attendance requirements are not fulfilled.

Interns can submit any questions, comments, or feedback by email to:

[ifi.internships@aub.edu.lb](mailto:ifi.internships@aub.edu.lb)