



Stellenbosch

UNIVERSITY
IYUNIVESITHI
UNIVERSITEIT

forward together
sonke siya phambili
saam vorentoe

SU INTERNATIONAL

STUDENT INTERNSHIP IN THE CENTRE FOR CAPACITY DEVELOPMENT IN AFRICA -

International Higher Education Research (IHEAR)

Appointment Period: August 2025 - August 2026

SU International contributes towards SU's aspiration to be an internationally recognised research-intensive institution, rooted in Africa with a global reach, SU International promotes and enables internationalisation at SU as an augmented comprehensive process involving faculties and PASS environments through

- *purposeful thematic, multilateral alliances and bilateral partnerships in Africa, as well as beyond Africa,*
 - *global education interventions for a transformative student experience,*
 - *staff mobility programmes for capacity development,*
 - *the development and enrichment of scholarship in Africa, and*
 - *focused information management to ensure well-informed decision-making,*
- all supported by a dedicated services platform.*

Within the different centres, interns have the opportunity to contribute towards the above value proposition of SU International and to ensure that the broader SU community is well served by SU International.

Eligibility Requirements

- ✓ Applicants must be registered at SU for the 2025 and 2026 academic year.
- ✓ Interns are required to work for **20 hours per week** without compromising their academic performance.

Appointment Details:

- ✓ The successful candidate will be appointed from August 2025 - August 2026.
- ✓ A stipend of **R8 293 per month** will be provided.
- ✓ The appointment will be automatically cancelled if studies are discontinued.

Application Requirements:

- ✓ Read the job description carefully and ensure you meet all the requirements.
- ✓ Submit your completed task by **Friday, 4 July 2025, at midnight [24h00]**. **NO LATE TASKS WILL BE CONSIDERED.**

[TO APPLY CLICK HERE](#)

NB: Stellenbosch University International reserves the right not to make an appointment.

JOB DESCRIPTION:

We are seeking an intern to support the International Higher Education Research (IHEAR) programme. The programme consists of three focus areas: 1) Conducting desktop research on current trends in internationalisation, 2) Providing research and evaluation support for SUI initiatives, and 3) Collaborating with research groups on topics such as International Higher Education, PhD/Doctoral Education, and International Credentialing. The successful candidate will engage in a range of tasks to assist in the administration, desktop research, data management, analysis, and reporting to contribute to the programme's objectives.

KEY RESPONSIBILITIES:

- **Support:** Assist with data collection, analysis, and interpretation of data. Contribute to the creation of research reports and publications.
- **Programme Management:** Assist the programme coordinator with day-to-day management, including tracking progress, organising information and materials, and supporting administrative tasks.
- **Data Management & Reporting:** Help manage and analyse information and data, ensuring accuracy and timely reporting. This includes working with both qualitative and quantitative data.
- **Information Dissemination and Communication:** Assist with the production and dissemination of newsletters and other information. Assist with communications related to unit activities with internal and external stakeholders, ensuring smooth collaboration. Respond to inquiries and provide research support as needed.
- **Technical Support:** Assist in the management of IHEAR's online content, including newsletters, contributing to online research activities, maintaining accurate records and documentation.
- **Project Coordination:** Help manage logistics for research-related events, workshops, and joint activities, including travel arrangements, accommodation, and venue setup when and if required.

REQUIREMENTS:

- Strong research skills, with the ability to manage, analyse, and interpret data effectively.
- Proficient in MS Office Suite (Excel, Word, Outlook) with experience in using online tools for collaboration and research support.
- Strong written and verbal communication skills in English, with an ability to present research findings clearly.
- High attention to detail, organisational skills, and ability to manage multiple tasks independently.
- Experience working in an online environment (e.g., MS Teams, MS 365), with the ability to assist others in navigating digital platforms for research purposes.
- Must be a self-starter, proactive, and able to work independently while collaborating effectively with a diverse team.
- Ability to handle confidential research data with professionalism and integrity.

DESIRABLE SKILLS:

- Exposure to academic research processes and methodologies.
- Prior experience in research assistance or administrative roles.
- Familiarity with internationalisation in higher education or research environments.
- Familiarity with website management and content delivery platforms would be advantageous.

RECOMMENDATIONS:

Preference will be given to Doctoral students, given the research-focused nature of the programme. Candidates should be flexible with working hours, as some activities may require assistance during events and workshops that may occur in the evenings or on weekends.

INTERSHIP OUTCOMES:

- Develop a strong foundation in research methodologies and data management.
- Gain experience in project management, coordination, and academic administration.
- Learn how to work with international research teams and engage with diverse internal and external stakeholders.
- Enhance written and communication skills.
- Gain valuable insights into international higher education and research networks.

ENQUIRIES:

Dr Brent Abrahams

babrahams@sun.ac.za // +27 21 808 3542