

Intern Assistant Manager

The Science in the City team is looking for an enthusiastic, organized individual with leadership skills and the desire to guide and monitor interns through the summer months. The Intern assistant Manager will help with office duties and responsibilities while supporting the intern Manager. Thereby providing administrative and organizational support to ensure the efficient operation of the project. If you love a challenge and are looking for a job with a difference then this is the post for you!

Remuneration

Salary: 3,000 eur package for the duration of the post.

Hours/week: 40

Duration: June - Mid October 2022

Roles and Responsibilities

Time:

40 hours per week

Duration:

20th June till 15th October Position might be extended till the end of the year if interns stay on.

Location:

Room 300, DGZ, University of Malta, Msida, MSD2080

Expected Roles:

- Manage interns through the Asana platform (training in Asana will be given to the selected candidate.
- Attend all management meetings
- Liaise between management team and interns. Help plan and run [Induction week](#)
- Assign tasks to specific interns according to their profiles.

- Assess intern's progress, identify any issues, and guide accordingly.
- Identify instances that may require the use of the access and disability services at the university if support is needed for issues with physical and mental health.

Applicants' experience and qualifications

- Proficiency in the English language
- 2-3 years of leadership experience
- Proficient computer skills, including Microsoft Office
- Strong verbal and written communication skills
- Comfortable with routinely shifting demands
- Ability to work independently
- Ability to cope with multiple tasks