

Higher Education Partnership – Morocco recruits an Intern

Enterprise Collaboratory at Arizona State University (ECASU) Morocco is seeking an intern (Stagiaire) for a U.S. Agency for International Development (USAID)-funded cooperative agreement, Higher Education Partnership- Morocco (HEP-M).

As part of HEP-M, the individual will be recruited through an ANAPEC contract for two years and will serve as an in-country administrative assistant for the project. Under the direction of the HEP-M Project Coordinator, the Intern will:

- Develop a quarterly **professional learning plan** in which you detail your learning goals, planned activities to reach those goals, and support needed from the HEP-M team.
- Actively **participate in meetings** with internal and external stakeholders; this may include creating and sending meeting invitations, developing agendas, creating presentation materials (e.g. slide decks) taking notes, managing technology needs (e.g. Zoom link, A/V), contributing to discussions, and attending to follow-up action items.
- Support **financial management and record keeping**; this may include soliciting quotes from vendors, support vendors in completing necessary paperwork for payment, collecting invoices, organizing paperwork for file keeping
- Ensure procurement, order and purchase of office supplies and equipment
- Ensure all types of office management duties, including archiving, communication, and other administrative tasks
- Assist with event organization and coordination, communication follow up with stakeholders, note-taking and minute keeping, etc.
- Followed on other financial and administrative tasks as requested.

LOCATION: Rabat

MINIMUM QUALIFICATION:

- BA/ BSc's degree.
- At least one year's experience as an intern.

SKILLS

- Good communication skills

- IT skills
- Good English and Arabic. French is desirable.
- **CONTACT INFORMATION**

Please send your CV by August 1, 2022 to Ms. Nadia Elfassi at nelfassi@asu.edu

Only shortlisted candidates will be contacted.