Centre of African Studies, University of London

**Job Title**  
CAS Intern

**Working hours**  
1/2 day per week and ad-hoc events during term time

**Location**  
Room 475 & SOAS events venues

**Reporting to**  
CAS Manager & Executive Officer

**Salary**  
Voluntary role

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**About Us**

The University of London's Centre of African Studies is the largest centre of expertise on Africa outside Africa. Founded in 1965 at SOAS (School of Oriental and African Studies) where its administration is still based, the Centre has since 1991 assumed formal responsibility for co-ordinating, stimulating and promoting interdisciplinary study, research and discussion on Africa within the University; and promoting a wider awareness of African issues. The Centre's present membership is in excess of 200 scholars, including over 100 Members from the lecturing staff of the University of London, as well as Professorial Research Associates, Senior Research Associates, Research Associates and Associate Members, drawn from media, business, finance, politics, government, and academic scholarship outside London.

**Job Overview**

We welcome applications from SOAS students to intern for the Centre of African Studies in the areas of research, events and communications including, but not limited to, the following:

**Research**

- Building CAS database of contacts – academics, research students and professionals
- Partnership with AFFORD-UK – building and maintaining database of researchers on migration & development
- Conducting background research for events series

**Events**

- Helping to promote events on social media
- Assisting with room set-up and equipment, including audio recording
- Live tweeting
- Editing and uploading audio recordings of events
  - Writing event reviews and other articles for the CAS blog
- Any other duties as required. Particular events to be agreed in advance, depending on availability.

**Design**

- Opportunity to develop skills in Adobe design and imaging software
The role is an opportunity to:

- Develop skills in research, events management and communications
- Network with academics and professionals from outside the university
- Develop projects relating to your own interests

Please send a copy of your CV (2 pages max) and a brief cover letter detailing your interest in the role, and your particular areas of interest in African Studies to:

Caitlin Pearson cp40@soas.ac.uk by 16th January 2015