

INTR Internship Guide

(Career Services Office, August 2023)

Students interested in doing an internship for credit as part of their degree at CEU should begin preparing early and engage with the Career Services Office (CSO) for support. Finding a meaningful internship requires hard work and preparation, well ahead of the time you wish to engage in the internship.

We encourage students to think creatively about where they would like to do an internship. While there are opportunities available in Vienna, you can also think about organizations all over the world where you could either do an internship during the summer or in a remote capacity during the academic year. Don't limit yourself to formal internship calls, you can consider reaching out directly to smaller organisations and proposing your own internship. Be clear with yourself about what you want to learn and gain from your internship experience before jumping in. Speaking with a career advisor from the CEU Career Services Office can help you reflect on and refine your expectations and help chart a strategy for finding a well-suited internship in addition to providing feedback on your application materials. There are also a variety of career-related resources on the [CEU Career Knowledge Hub](#), including CV/Resume templates, that can help you prepare.

Preparation checklist:

- ✓ Self-reflection (you can find exercises on the Career Knowledge Hub)
- ✓ Develop a list of 'organisations of interest' (go beyond the obvious and keep track of these!)
- ✓ Conduct informational interviews – meet with alumni and professionals working in your field of interest to learn more about the reality of the field
- ✓ Update CV/Resume – tailor this to the types of internships you are looking for
- ✓ Meet with a CSO career advisor

On the following pages you'll find a short list of organisations in Vienna that typically offer internships and might be of interest to INTR students. This is not an exhaustive list! Please conduct additional research as to what other organisations match your professional interests (and think beyond Vienna as well!).

Organisations (in Vienna)	Internship Information
AIES - Austrian Institute for European and Security Policy	Internship calls are posted at three different points in the year. Internships are 30-hours per week for a maximum of four months. https://www.aies.at/english/jobs/
oiip -Austrian Institute for International Affairs	Applications can be submitted at any time for 4-month, part-time, unpaid internships (16 hr/week) that take place in alignment with the Austrian academic terms (October-January and March – June). https://www.oiip.ac.at/en/oiip-internships/
Austrian Institute of Technology	Internships are offered in the summer (deadline Jan./Feb.) and during the academic term – they also accept unsolicited applications. Internships are 1-6 months and paid. https://www.ait.ac.at/en/career/students/internships
Ban Ki-Moon Centre for Global Citizens	Internships post on occasion and can be found in their employment section of their website (if available). Usually full-time and paid. Check website for vacancies. https://bankimooncentre.org/get-involved/
CTBTO – Comprehensive Nuclear-Test-Ban Treaty Organization	Internship calls are posted throughout the year when needs arise. Check website for vacancies. https://www.ctbto.org/work-with-us/employment
Friedrich Ebert Stiftung Regional Office for International Cooperation	Accept applications for internships on a rolling basis (primarily for internships during the academic year). Internships are part-time, paid and for 2-3 months. https://peace.fes.de/about/internship
GreenPeace	GreenPeace’s Austria office offers internships in a variety of fields for 2-6 months, 20-35 hours per week (applications accepted year-round). German is required. https://cee.jobs.greenpeace.org/o/praktikum-in-osterreich
IAEA – International Atomic Energy Agency	Internship calls are posted throughout the year in various divisions and range in length from 3-12 months. Full-time interns are paid a stipend. Check website for vacancies. https://www.iaea.org/about/employment/internships
The Innovation in Politics Institute	Internship calls are posted throughout the year as needs arise. Internships are usually part-

	time (10-20 hours per week) and paid. https://innovationinpolitics.eu/institute/jobs/
International Centre for Migration Policy (ICMPD)	Internship calls are posted throughout the year and range in length from 3-12 months (typically full-time and paid). Check website for vacancies. https://www.icmpd.org/work-with-us
OPEC Fund for International Development	OPEC offers internships for 3-6 months (previously the deadline was in March). https://opecfund.org/career-opportunities/internships
OSCE – Organization for Security and Cooperation in Europe	The OSCE Secretariat in Vienna offers a ‘Generic Internship’ call where they accept applications throughout the year on a rolling basis. Internships are full-time, 2-6 months and applicants must be from OSCE member countries. https://jobs.osce.org/internships
Permanent Representation of [insert your country] to the OSCE	Several students were able to arrange internships with the Permanent Representation to the OSCE of their respective country (there were either specific calls from the embassy or they wrote directly inquiring).
SOS Children’s Villages	Internship calls are posted throughout the year in various fields (usually 6 months). Check website for vacancies. https://www.sos-childrensvillages.org/working-with-us#currentvacancies
VCDNP - Vienna Centre for Disarmament and Non-Proliferation	Occasionally offer part-time, research-related internships. Check website for vacancies. https://vcdnp.org/
UNHCR	The Liaison Office of UNHCR Austria accepts interns on a rolling basis. Internships are usually full-time and 2-6 months. https://www.unhcr.org/dach/at/ueber-uns/karriere-jobs/praktikum-bei-unhcr-oesterreich/praktikum-verbindungsbuero-internship-liaison-office
UNIDO	UNIDO’s Austria office has a rolling open call for applications throughout the year. Internships are unpaid and can last 3-6 months. Further opportunities are available in field offices. https://careers.unido.org/content/Internship/?locale=en_US
UNODC & UNOV	Internship calls are posted throughout the year in the UN Secretariat online recruitment system. Internships are full-time, unpaid and between 2-6 months.

	https://www.unov.org/unov/en/job_internship.html
US Embassy Vienna	Offer part-time, unpaid internships in various departments on a rolling basis. It is suggested to apply 3-6 months ahead of when you would like to do the internship. https://at.usembassy.gov/internship-announcements/
Women Without Borders	Applications for internships can be submitted at any time and are reviewed on a quarterly basis. Internships are unpaid, at least 3 months in length and 32 hours per week. https://wwb.org/get-involved/#opportunities-

Organisations outside of Vienna where INTR students have previously conducted internships:

- [ACLED](#) (remote)
- [Datadat](#) (Budapest/Vienna)
- [Horizon Intelligence](#) (remote)
- [SEEK Feminist Research Network](#) (remote)
- UNIDO, Field Offices
- IOM – International Organization for Migration, Field Offices
- [PPMI](#) (remote)
- UNHCR Budapest
- [Visionary Analytics](#) (remote)