



**Vacancy Announcement**

**Position:** **Administrative Intern (part-time) – 1 position**
**Institution:** Institute for Research and Development in Education
**Faculty:** Faculty of Education, University of Prishtina
**Employment Type:** Part-time (internship)

**Contract Duration:** Six-months, with possibility of extensions

**Application Deadline:** 29/04/2025

**About the Institute:** The Institute for Research and Development in Education (IRDE) at the Faculty of Education, University of Prishtina, is dedicated to advancing knowledge and evidence-based practices in education. Our mission is to foster innovative research, contribute to policy development, contribute to in-service teacher professional development, and enhance the quality of education in Kosovo and beyond.

**Position Overview:** We are seeking a dedicated and organized Administrative Intern to support the Institute’s day-to-day operations, including communication and visibility efforts. This internship offers valuable experience in educational project administration, media and social media management, and institutional coordination. The intern will work under the supervision of the Institute Coordinator and contribute to the smooth functioning of various administrative and communication-related tasks.

**Key Responsibilities**

* Support the coordination of meetings, workshops, and project-related events.
* Assist in organizing and maintaining documentation, including digital archiving.
* Prepare drafts of communication, reports, internal memos, and social media posts.
* Help manage project calendars, deadlines, and deliverables.
* Support internal and external correspondence, including email and scheduling.
* Maintain accurate records of project activities and partner communication.
* Provide logistical support for field visits, events, and training activities.
* Assist in creating, updating, and managing the Institute’s presence on social media platforms (e.g., Facebook, Instagram, LinkedIn).
* Design basic visuals or posts for digital dissemination using tools like Canva or similar platforms.

**Qualifications and Requirements**

* **Education:** Bachelor degree (preferably in Education, Social Sciences, Public Administration, Communication, International Relations or related fields).
* **Experience:** Prior administrative or communication/media experience (e.g., employment, internships, volunteer roles).
* **Skills:** Strong organizational and communication skills; Proficiency in Microsoft Office (Word, Excel, PowerPoint); Familiarity with social media platforms and tools for content creation (e.g., Canva, Meta Business Suite); Ability to manage multiple tasks and meet deadlines; Fluency in Albanian and English

**How to Apply**

Interested candidates are invited to submit the following documents:

1. A cover letter detailing your interest and qualifications for the position.
2. A current CV.
3. Proof of previous relevant experience
4. Contact information for two professional references.

Submit your application by 29/04/2025 via email to ihzha@uni-pr.edu with the subject line: "Application for Junior Research Position – IRDE."