Micro-internships take place in 9th or 10th week (16-20 March and/or 23-27 March). The application deadline is **12:00PM midday, Monday 24 February.** To view all vacancy information and apply, please follow the links to CareerConnect.

* **Micro-internships in green and italics are new for this round and therefore were not advertised in the first round.**

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**Alumni Office, University of Oxford** - **Alumni Network Micro-Intern (MIP)**
England – Oxford

**Sector:** Academia & Higher Education

Research into technology for the University of Oxford's 188 alumni groups around the world, researching and forming recommendations which will feed into a business case for the Alumni Networks team.

[https://oxford.targetconnect.net/leap/jobs.html?id=92619&service=Careers+Service](https://oxford.targetconnect.net/leap/jobs.html?id=92619&service=Careers+Service)

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**Banburyshire Advice Centre** - **Social Welfare Adviser (MIP)**
England – Banbury

**Sector:** Charity, Development, Not for Profit & Think Tanks

This is an opportunity to see how an Advice center works which provides help with benefits and social welfare. The work may entail answering phone, observing and assisting with advice sessions, helping with inquires.

[https://oxford.targetconnect.net/leap/jobs.html?id=92325&service=Careers+Service](https://oxford.targetconnect.net/leap/jobs.html?id=92325&service=Careers+Service)

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**Devie** - **Social Media Internship (MIP)**
England – Oxford

**Sector:** Advertising, Marketing & Communications

We are looking for some support in creating social media content that's aligned with our brand, and that we can share to our channels over the next few months. The ideal candidate will have experience in content creation, and writing and graphic
design skills. They will also be excited about our mission, and social enterprise, tech, and startups.

https://oxford.targetconnect.net/leap/jobs.html?id=92573&service=Careers+Service

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**Fine Treatment - Creative Writer / Social Media Intern (MIP)**
England – Oxford

**Sector: Advertising, Marketing & Communications**

- Revise and edit our finetreatment.com website content (this is the project priority)
- Create new concepts, ideas and original content for a press release
- Take photographs of our products in a creative and visually appealing way
- Edit images to fit within a theme
- Create content for social media posts on all social platforms: Twitter, LinkedIn, Facebook, Instagram
- Update our Youtube channel: upload new videos, edit video descriptions
- Work on other ad hoc tasks.

https://oxford.targetconnect.net/leap/jobs.html?id=92719&service=Careers+Service

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**Frontier, The Society for Environmental Exploration – Conservation Research & Development Micro-Internship (MIP)**
England – London

**Sector: Energy, Sustainability & the Environment**

Frontier has been a career starter for aspiring conservationists and environmentalists for decades. Our data collection in some of the world’s most endangered habitats has led to the creation of Marine National Parks and Protected Areas around the globe. Moreover, Frontier has been responsible for over 400 publications and continues to provide open access data and scientific reports on a quarterly basis. Our Research and Development Micro-internship offers the opportunity to get a closer look at the specific research taking place in some of the world’s most diverse and fragile ecosystems and the work Frontier is doing to protect endangered or data deficient species. By analysing scientific reports and data, writing summaries, liaising with stakeholders and relevant NGOs and applying for funding, our placements harness all the main scientific responsibilities of an organisation and channel that to inspire young individuals to seek a career in
conservation and utilise the skills gained in our office in London.

Get involved with Frontier’s Research Department and help us with the utilisation of data for production of review materials with an aim of producing articles and manuscripts for publication. Assist with the Co-ordination of Country Co-ordinators and overseas development and fundraising activities. Develop relationships with relevant national and international bodies to further improve upon the work carried out by Frontier.

https://oxford.targetconnect.net/leap/jobs.html?id=91655&service=Careers+Service

**Frontier, The Society for Environmental Exploration – Operations In International Conservation Micro-Internship (MIP)**

England – London

**Sector:** Energy, Sustainability & the Environment

This is a fantastic opportunity to gain experience in the operation and administration of overseas conservation projects, providing assistance to the Operations Managers and supporting the overseas operations team, monitoring our projects in Belize, Costa Rica, Fiji, Madagascar and Tenerife.

The Field Operations and UK Operations departments manage our programmes abroad and the volunteers that take part in them respectively. Frontier’s “Operations in International Conservation Micro-internship” is designed to train students on the fundamental practices and rudimentary disciplines that involve managing an international non for profit organisation and understand the implications of budget management, HR and onboarding, health and safety regulations, volunteer management and administration. Students enrolled in this micro-internship are directly involved with the organisation’s daily operations with the organisation’s daily operations and day to day management whilst also having the opportunity to work with internal CRM systems, report on monthly targets, update datasets and community with field operatives and volunteers.

https://oxford.targetconnect.net/leap/jobs.html?id=91657&service=Careers+Service

**Frontier, The Society for Environmental Exploration – Marketing & Conservation Micro-Internship (MIP)**

England – London

**Sector:** Advertising, Marketing & Communications
Frontier’s marketing department is responsible for our award winning social media platforms, blogs and newsletters. Our Marketing and Conservation Micro-internship gives one the opportunity and insight to develop skills in SEO, organic content development, newsletter and blog post writing, engaging with volunteers and staff members in the field through the use of social media and content produced in the field.

https://oxford.targetconnect.net/leap/jobs.html?id=91653&service=Careers+Service

_**Frontier, The Society for Environmental Exploration – Carbon In Conservation Micro-Internship (MIP)**_

**England – London**

**Sector:** Energy, Sustainability & the Environment

Our Carbon in Conservation Micro-internship focuses on the project design and inception, monitoring, evaluation and reporting of new guidelines and protocols in the field projects that will make our programmes more efficient while also interacting with the local communities in a more holistic and responsible way.

https://oxford.targetconnect.net/leap/jobs.html?id=91649&service=Careers+Service

_**Oxford Accessibility Project – Oxford Accessibility Project – Publication Manager (MIP)**_

**England – Oxford**

**Sector:** Media, Journalism & Publishing

The Oxford Accessibility Project is a young non-profit, based in Oxford, working to map the accessibility of Oxford colleges to empower people of all abilities to greater quality of life and social engagement. This year, we are publishing our College Access Guide, as Oxford’s first online, freely-available and comprehensive resource on college accessibility.

https://oxford.targetconnect.net/leap/jobs.html?id=92635&service=Careers+Service

_**Oxford Oxytocin – Mobile App Developer/Coder (MIP)**_

**England – Oxford**

**Sector:** Tech: IT, Data, AI & Machine Learning
Bringing an exciting new social network and dating platform to market.

We’re a startup looking for experienced and/or skilled mobile app developers in iOS and Android to help develop and maintain an exciting new social network and dating platform with a sustainable business model.

Candidates will work alongside an Oxford DPhil in Computer Science and an Executive MBA from the business school and other advisors from the university. The right candidates will be considered for full internships and future employment opportunities after the program.

We want creative, fun, and eager people of all genders and backgrounds. We believe strongly attitude trumps aptitude. Must love pizza.

https://oxford.targetconnect.net/leap/jobs.html?id=92691&service=Careers+Service

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**Oxford University Careers Service - Photography And Marketing Internship (MIP)**

**Sector:** Media, Journalism & Publishing

With so much development taking place, we'd love some help from a micro-intern to focus on helping us market the programme to students! Your work will be absolutely vital in helping us continuing to advertise the programme in future rounds.

During the week you will visit a number of students undertaking their micro-internship in Oxford to take photographs of them in action and then interview them to find out about their time on their internship. As you interview them you will take precise notes on what they have said. You will then collate the student feedback into quotes that can be used for promoting the Micro-Internship Programme in the future. By the end of the placement, you will have collated all quotes and photos into an easily accessible format.

https://oxford.targetconnect.net/leap/jobs.html?id=92565&service=Careers+Service

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**Oxfordshire Discovery College - Mental Health Initiative Communication Intern (MIP)**

**Sector:** Advertising, Marketing & Communications
This is a good opportunity for someone with either an interest in youth mental health or the third sector, or in working in communications, marketing or PR to apply their skills in a real-life setting. It may also appeal to students looking to develop their strategic thinking skills, by clearly identifying a pathway for us to develop our reputation and image both locally and nationally. We’re looking for someone who can work independently and take initiative, who can think creatively, and who can construct a clear plan for others to follow. This is an opportunity to create a real legacy in an organisation, and to make your mark!

https://oxford.targetconnect.net/leap/jobs.html?id=92441&service=Careers+Service

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**Super Sapiens Ltd - Research And Marketing Intern (MIP)**
England – Oxford

**Sector:** Advertising, Marketing & Communications

Super Sapiens Ltd is an Oxford based social enterprise with a conscious supply chain that creates fun inclusive educational games and books. Intern to research my supply chain to try to determine whether it has suppliers with high environmental and working conditions (e.g. google search all suppliers and supplier's suppliers). Intern to research how I can meet sustainability credentials (devise policy and timeline). Intern to use online Gorkana database to research relevant journalists and draft emails tailored to each journalist. Intern to refine social media marketing campaign (messages and colour palette, find relevant social media people/organisations).

https://oxford.targetconnect.net/leap/jobs.html?id=92577&service=Careers+Service

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**The Abbey Sutton Courtenay - Heritage Open Days Exhibition Researcher (MIP)**
England – Oxfordshire

**Sector:** Arts & Heritage

You will work closely with the Development Co-ordinator and other members of the residential team to piece together the story of the people who lived here in the 20th Century from the Astor Family, to refugee children with the Ockenden Venture and during the last 40 years as a retreat centre.

https://oxford.targetconnect.net/leap/jobs.html?id=92537&service=Careers+Service
University of Oxford Immunology Network - Communications Internship (MIP)
England – Oxford

Sector: Advertising, Marketing & Communications

Immunology research at the University of Oxford is undertaken in numerous Departments. The Immunology Network acts as a hub, facilitating the sharing of information and expertise, and promoting our strengths. We have recently started an @Oximmuno twitter account. The intern will play a key role in helping develop a strategy for scheduling tweets, analysing the best times for audience engagement and identify upcoming immunology-relevant dates. The intern will also help develop the www.immunology.ox.ac.uk website, including making sure that the team section is up-to-date.

The intern will work alongside Georgina Kerr, the Research Facilitator for Immunology, and will produce a short report that will be circulated to the Immunology Network Committee.

https://oxford.targetconnect.net/leap/jobs.html?id=92531&service=Careers+Service