Internships at the University of Oxford

Deadline 16th March. Further opportunities are available on CareerConnect. More information here, or email internships@careers.ox.ac.uk

Click on the heading links to go straight to the description on CareerConnect.

Student Communications Internship, University of Oxford

We are looking for an enthusiastic and motivated individual to support the University of Oxford's communications across our team’s range of activities focused on current students. You will be responsible for coordinating the update of an interactive audio tour for new and prospective students, as well as supporting our print and digital student communications channels.

Alumni Event Internship, Alumni Office, University of Oxford

Join the Oxford Alumni Office to help organise Meeting Minds in Oxford 2020, a three-day event drawing over 1,500 alumni and guests back to Oxford. This internship will give you the opportunity to get an insight into both alumni relations and the running of a large complex event.

Museum Collections Intern - Pitt Rivers Museum Collections Section, Oxford

The Pitt Rivers Museum has two opportunities for 5 week internships. Successful candidates will be working within the busy collections section of the Museum undertaking a range of core collections tasks.

Publishing Assistant Internship, Oxford University Careers Service

A Publishing Assistant internship is being offered at the University of Oxford Careers Service on the Banbury Road. The successful intern will work on the Oxford Guide to Careers 2021 and will proofread content, and compile the employer listings and adverts. The intern will develop their design and editorial skills, and have a finished publication to show for it. This internship is for 4 days a week from 7 July 2020 for 8 weeks (last week is week commencing 24 August 2020).

Marketing Project Internship, Faculty of Law, University of Oxford

This internship project involves the preparation of the 2020/21 Class Profile Books for several Law Faculty postgraduate degree programmes. This is an excellent project for someone with an interest in publishing, marketing and communications, and will provide an insight into project management processes and higher education administration.

Archives and Modern Manuscripts Internship, Special Collections, Bodleian Libraries, Oxford

Four week internship in the Archives and Modern Manuscripts section of the Bodleian Libraries. The intern will gain experience of archive work in a research library and contribute to the cataloguing of collections.
Family Learning Public Engagement Internship, Oxford University Museum of Natural History

This is an internship opportunity to work with the Learning team at the Oxford University Museum of Natural History, developing and delivering a busy family programme during the school summer holidays.

Financial Reporting Internship, University of Oxford

This summer internship project with the University of Oxford will involve preparation of the financial statements for the year ending 31 July 2020. The successful candidate will be involved in the review of other Universities statements to identify best practice in explaining financial figures. The intern will play a role in improving the narrative section of the University financial statements and contribute to their accuracy by performing analytical review of the accounts.

Rare Books Internship, Special Collections, Bodleian Libraries, Oxford

This internship offers an undergraduate or graduate student experience of a world class rare books department. Students of any level considering a career in libraries, particularly those with an interest in Special Collections, are encouraged to apply. The post offers an introduction to the daily work of the Rare Books section, which manages early and rare printed collections in Western European languages, and includes a range of both practical and research-based activities.

Exhibitions and Mentoring the Next Generation of Scientists Internship, Oxford University Museum of Natural History

This is an internship opportunity to work with 2 different sections of the Public Engagement team within the Oxford University Museum of Natural History:

- Working with the Exhibitions team with a focus on evaluation and audience research.
- Mentoring and supporting young people in 2 targeted education programmes over the summer holidays.

Upper Thames Pleistocene Mammals Internship, Oxford University Museum of Natural History

This is an Internship opportunity to work with geological collections at the Oxford University Museum of Natural History. The project involves accessioning and documenting a recently acquired, scientifically important collection of Pleistocene mammals (from approx. 200,000 years old – 34,000 years old) from five local sites. Featuring specimens of: bison, horse, reindeer, red deer, mammoths, straight-tusked elephants, brown bears, cave lions, wolves, hyenas, woolly rhinos, and hippos.

Museum Conservation of Biological Specimens, Oxford University Museum of Natural History

This is an internship opportunity at Oxford University Museum of Natural History to recording conservation and preparation information of natural history specimens in the collection; amending and moving digital records.

Unlocking the Lantern Slide Collection, The Oxford University Museum of Natural History

This internship involves cleaning, organising and labelling the Oxford University Museum of Natural History’s large collection of lantern slides. This is a collection that is unexplored and undocumented. Thus, an inventory will be carried out and the lantern slides digitised to increase access to the collection.