The American University in Cairo
الجامعة الأمريكية بالقاهرة

Presidential Associates Program

2019-2020
Established in 1981 and formerly known as the Presidential Internship Program, the Presidential Associates Program (rebranded October 2018) at The American University in Cairo (AUC) provides recent university graduates who are American citizens or permanent residents the opportunity to work at the highest levels of an international university, experience life in Cairo and learn Arabic.

Associates spend one year working at AUC. Each associate fulfills a full-time position in an AUC office or department that aligns with their professional and academic interests. Through their work, associates gain substantive skills and professional experience that will contribute to the AUC community and their own professional development. Past associates have utilized the knowledge and networks that they develop during the program to progress their careers and pursue opportunities, including in the fields of government, higher education, academia, journalism and law.

Associates also study Arabic through AUC’s School of Continuing Education, benefit from faculty privileges such as faculty housing, dining and library access, and enjoy AUC-sponsored trips to discover the culture and history of Cairo, Egypt and the Middle East.
Office Arrangements

Presidential associates join offices throughout The American University in Cairo on a full-time basis. Standard administration working hours at AUC are 8:30 am to 4:00 pm, Sunday to Thursday.

Upon their arrival in Cairo in late August, associates will attend an orientation to become familiar with AUC and life in Egypt before immersing themselves in their new offices.

The following offices will host the 2019-2020 cohort of presidential associates:

- Career Center
- Center for Applied Research on the Environment and Sustainability
- Office of Advancement and Communications*
- Office of the Dean of Graduate Studies
- Office of the Dean of Students
- Office of the General Counsel
- Office of Human Resources
- Office of the Provost
- Office of Strategy Management and Institutional Effectiveness
- Office of Sustainability
- Office of the Vice President for Management and Transformation
- Rare Books and Special Collections Library

*One associate will work in Advancement and two will work in Communications.
Program Benefits

Presidential associates enjoy a variety of benefits, including:

• Rent-free faculty housing with utilities included
• Private Arabic tutoring
• Settling-in allowance upon arrival and monthly living stipends
• Airfare stipend for travel to and from Cairo
• Opportunities for community service and volunteering
• Access to the AUC Library, AUC Sports Center and extensive bus system
• Stipends for transportation and cultural activities around Egypt
• Access to organized trips around Cairo and Egypt with the Office of Faculty Services and the Office of International Programs
• Access to the AUC Clinic
• Access to the faculty lounge and faculty dining room
• 21 vacation days and 15 sick days, in addition to official AUC holidays
Participant Testimonials

“The Presidential Associates Program at AUC gave me access to language tutoring, real-world work experience and an array of opportunities outside of the U.S. that I can’t imagine being exposed to otherwise. As someone who wanted to live abroad and learn another language, but didn’t know if or when I would have the financial resources to do so, participating in a paid program with a support system was an incredible opportunity. I would highly suggest this program for graduates looking for a challenge and who want to engage with the world immediately after they finish university.”

–Elizabeth Lepro, 2017-2018 Associate, Office of Advancement and Communications

“Being a part of the 2018/2019 cohort of the Presidential Associates Program has been one of the best things I could have asked for outside of college. Although challenging, there is nothing like living in a new place that is simultaneously pushing me to be my best while also allowing me to thrive. There are few if any other ways for a recent grad with a bachelor’s to get to Cairo and work somewhere like AUC with perks like Arabic tutoring and housing!”

–Grant Smith, 2018-2019 Associate, Office of the Vice President for Management and Transformation

“My office provides unique hands-on experience that lends itself to professional exploration in the field of library science and archive management. I can be sitting in on an oral history interview in the morning and aiding a research request by searching through the archives in the afternoon.”

–Talya Stanke, 2018-2019 Associate, Rare Books and Special Collections Library
Application Process

To apply to the Presidential Associates Program, fill out the online application on our website (https://www.aucegypt.edu/about/leadership/president/associates-program/).

You will need the following documents:

- A one page, single-spaced personal statement demonstrating how your personal, professional and academic backgrounds prepared you to succeed as a presidential associate. You should discuss your future goals and how this program will help you achieve them.

- A one page, single-spaced cover letter stating your first and (if applicable) second choice offices, and explaining the skills and experiences that qualify you for work specifically in those offices. The job descriptions listed on the “Available Offices” page of the website will allow applicants to determine where their qualifications best align with the needs of the University.

- A current resume or CV.

- An unofficial transcript.

- Two letters of recommendation submitted directly by the recommenders to associateapplication@aucegypt.edu with the subject line “[Applicant’s Full Name]: [First Choice Office].” Letters should be submitted by the application deadline of February 8, 2019.

Applications are due Friday, February 8, 2019.
Short-listed candidates will be notified and interviewed in early March.
Final notifications will be sent by late March 2019.

To be eligible for the Presidential Associates Program, applicants must be U.S. citizens or permanent residents graduating from an undergraduate degree program during the 2018-2019 school year.

Note: Past associates arrived with vast ranges of Arabic knowledge, from near fluency to complete beginners. Though previous study of Arabic is useful in navigating Cairo, it is not required, and a lack of Arabic language experience will not hurt your chances.
Learn More

For more information about the Presidential Associates Program, such as detailed descriptions of the offices and profiles of current associates, visit our website at www.aucegypt.edu/about/leadership/president/associates-program.

To see some of the adventures of current associates or ask specific questions about the program, connect with us on Facebook (The American University in Cairo Presidential Associates Program) or Instagram (AUC Presidential Associates), read our blog (presidentialassociates.wordpress.com) or shoot us an email (associates@aucegypt.edu)!

Learn more about The American University in Cairo at www.aucegypt.edu.