

2020-2021

Presidential Associates Program



THE AMERICAN UNIVERSITY IN CAIRO

الجامعة الأمريكية بالقاهرة

About The Program

The Presidential Associates Program 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 2020-2021 cohort of Presidential Associates:

- Career Center
- Center for Applied Research on the Environment and Sustainability
- Office of Advancement and the Americas
- Office of Marketing, Communications, and Public Affairs*
- Office of the Dean of Graduate Studies
- Office of the Dean of Students
- Office of the General Counsel
- 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

*Two associates will work in Marketing and 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



Testimonials



“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**



“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**

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 1, 2020.

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 2020-2021 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.

Applications are due February 1, 2020
Short-listed candidates will be notified and interviewed in March 2020
Final notifications will be sent by April 2020

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, read our blog, or shoot us an email!

