Internship Terms of Reference

Internship Title:	**Research Fellow – Generative AI and Education Research (Internship)**
Reference Number	N/A
Institute/Office:	**United Nations University – Institute in Macau**
Duty Station:	Macao, China
Supervisor Name:	Jingbo Huang
Supervisor Email:	huang@unu.edu
Duration:	6 months, exact dates to be confirmed (contingent to visa approval)

Background

For the past five decades, UNU has been a source of impartial research on sustainability, human security, and economic development. With hundreds of researchers working at institutes in 12 countries, UNU's expertise spans the full breadth of the 17 Sustainable Development Goals, generating policy-relevant knowledge to effect positive global change. UNU collaborates closely with other UN entities and leading research institutions across the globe. For more information, please visit http://unu.edu

The UNU Institute in Macau's mission

UNU Institute in Macau (UNU Macau) is one of 14 research and training Institutes that comprise the think tanks in the UNU system. UNU Macau is a research institute at the intersections of digital technology and sustainable development. The Institute conducts policy-relevant research and generates solutions, addressing pressing challenges expressed in the UN 2030 Agenda for Sustainable Development through high-impact innovations and the latest technologies. Through its research, the UNU Institute in Macau encourages data-driven and evidence-based actions and policies to contribute to the achievement of the Sustainable Development Goals. In recent years, AI has become an important portfolio in UNU Macau's research landscape.

One of the Institute's missions is to nurture the next generation of interdisciplinary computing, information and social scientists, and engineers to be leaders in the field of digital technologies. To this end, the institute seeks to build a team of emerging young talents to help deliver the institute's mission and work plan. The Institute's research tends to be more applied, and strives for policy impact in the UN system, at international, regional and national levels.

The UNU Institute in Macau is situated in the Macau Special Administrative Region (SAR) of China, and it is the only UN entity in the city. Macau is one of the most dynamic regions in Asia, where technological innovations have become an integral part in driving social and economic change. Macau is part of the Greater Bay Area (GBA), that hosts many private sector companies and technological giants that are just a short distance away. Its proximity to China, Hong Kong SAR and other Asian countries such as Japan, Korea, Thailand and Vietnam, provides an exciting opportunity for researchers and experts to maximize the impact of their work.

Description of Responsibilities

Under the supervision of the Director, the Research Fellow – Generative AI and Education will assist with the planning, coordination, production and marketing of research activities related to generative AI and education. The responsibilities will include:

1. Explore and conduct research on a series of topics of generative AI and education.
2. Draft literature reviews based on the topics of focus.
3. Draft blog posts on different topics in collaboration with other researchers and experts.
4. Test generative AI tools to support the research process.
5. Support the book production on generative AI and education for Springer Nature in the UNU's AI and Sustainability book series. Specifically,
   a. Support to prepare for the book proposal.
   b. Collect topics for the book, plan book writing timeline, and identify experts in the fields.
   c. Conduct in-depth research in each topic and meet regularly to discuss progress in research and writing.
   d. Coordinate with other book chapter contributors to ensure timely delivery of the chapter; help them to enrich the content on the UN perspective
   e. Work closely with the publisher, Springer Nature, to ensure compliance of the publisher in the book production process.
6. Organize webinars on generative AI and education: identify and contact speakers, coordinate content with speakers, prepare marketing materials for the webinars, and summarize blog articles post-webinars. Engage speakers to contribute to the book
7. Search for relevant conferences to showcase our research outcomes.
8. Actively look for research grants, and develop research grants on the topics.
9. Co-create research proposals with partners (e.g. Ministry of Education) in the UNU Global AI Network.
10. Prepare a panel session to contribute to the 2025 UNU Macau AI Conference on Generative AI and Education.
11. Support the UNU Macau team with the AI conference preparation.
12. Perform other tasks assigned by the supervisor.

Indicate any learning objectives in this area:
The students will hone their research skills, conduct research in generative AI and education, and test different GenAI tools for educational setting and research. Students will also enhance their abilities to organize events (e.g. webinars), coordinate with experts, and promote the events. They will also improve their planning and organizing competencies, as well as professional acumen in managing complex, interconnected tasks. They will also improve English writing and oral communications. The student will also improve their teamwork skills by liaising with different stakeholders from all around the world and across disciplines.

Competencies

Core Values:

- Respect for Diversity
- Integrity
- Professionalism

Core Competencies:

- Awareness and Sensitivity Regarding Gender Issues
- Accountability
- Creative Problem Solving
- Effective Communication
- Inclusive Collaboration

Qualifications

Education:
- University studies in one of the following disciplines: educational technology, education in general, communications, computer science, AI, digital media, law, business, social sciences and other relevant fields, with strong research background is required.
- Proficient in Microsoft office applications, especially Outlook, Word, and Excel and in design software; proficient in prompt engineering with GenAI tools.
- Enrolled in a graduate degree programme (Master's or doctoral) or is within the two-year post-graduation (maximum) from either a bachelors', masters' or PhD degree programme.

Language:
- Excellent communication skills (written and oral) in English are required;

Application Procedure
Interested candidates should submit their application containing:
- Brief cover letter (in English) stating interest in and qualifications for the post;
- Current and complete CV in English;
- Examples of relevant research work in English.

Candidates invited for interview must submit prior to the interview the following documents:
- Document(s) confirming your education status (e.g. transcript or proof of enrollment);
- Proof of health and life/accident insurance valid for the location in which the internship will be carried out. Selected intern must have health and life insurance.

UNU accepts no responsibility for costs arising from accidents and/or illness or death incurred during the internship.

Stipend
Interns will be in receipt of financial support from the sponsoring university.

Duration of contract:
The duration of the internship is 6 months.

Expected start date: as soon as possible (tentatively in June 2025).

Contract commencement date is subject to approval of candidate's legal stay to Macau (a "Special Stay" enabling candidate's work eligibility, leading to Category D Visa of China Exit Permit)

Assessment
Evaluation of qualified candidates may include a desk review and/or a competency-based interview, and references.

Additional Information
Interns are not staff members and may not represent UNU in any official capacity.

The purpose of the Internship Programme is not to lead to further employment with UNU but to complement an intern's studies. Therefore, there should be no expectation of employment at the end of an internship.

UNU is committed to diversity and inclusion within its workforce, and encourages all candidates, irrespective of gender, nationality, religious and ethnic backgrounds, including persons living with disabilities to apply and become part of the organisation.

UNU has a zero-tolerance policy on conduct that is incompatible with the aims and objectives of the United Nations and UNU, including sexual exploitation and abuse, sexual harassment, abuse of authority and discrimination.