

Internship Terms of Reference

Internship Title:	Junior Research Fellowship – 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 The United Nations University (UNU) is a global think tank and postgraduate teaching organization within the United Nations System. UNU engages in policy-relevant research, capacity development, and knowledge dissemination in furtherance of the purposes and principles of the United Nations. The work of UNU contributes to solving pressing global problems that are the concern of the United Nations and its Member States. 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 13 research and training Institutes that comprise the think tanks in the UNU system. UNU Macau is dedicated to research, training, and education on digital technologies for sustainable development. It promotes evidence-based actions and policies to support the achievement of the Sustainable Development Goals. UNU Macau is located in the Macao Special Administrative Region (SAR) of China, the only UN entity in the city. Situated within the Greater Bay Area, one of the most dynamic regions in the world, UNU Macau benefits from its proximity not only to mainland China and Hong Kong SAR but also to many other Asian countries, offering unique opportunities for researchers and experts to maximize research impact. For more information, visit macau.unu.edu.	
Description of Responsibilities Under the supervision of the Director, the Junior 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. 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:

- Currently enrolled in a Doctoral degree programme (PhD) or is within the two-year post-graduation (maximum) from PhD degree programme.
- 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.

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;
- A recent example 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(s) 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; and must end by August 31, 2027.

Expected start date: February 15, 2027 (pending visa approval).

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 fellowship/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.