

AMOSSHE intern

Job title: Policy and Research Intern

Duration: 3 months (February to April 2026)

Hours of work: Full-time, 37.5 hours per week

Location: Hybrid (see further information).

Reports to: Senior Policy and Research Officer

Holiday: 27 days pro rata, not including bank holidays.

Job purpose

As the Policy and Research Intern, you'll support the Senior Policy and Research Officer in conducting original research looking into the use of artificial intelligence in Student Services in higher education. As the intern, you'll take the lead on designing the project, conducting primary research and analysing the findings. You'll produce a report that'll inform and support our members. This'll align to our strategic vision, and you'll have the opportunity to present the report as part of one of our professional development events. As well, we'll invite you to relevant meetings with our members and external sector colleagues, in which you'll gain insight into the role of a Policy Officer in a higher education setting.

Key responsibilities:

- Work closely with the Executive Director and Senior Policy and Research Officer to conduct, analyse and deliver original research on the role of artificial intelligence in Student Services in higher education.
- Analyse surveys, reports and literature and summarise findings for dissemination to AMOSSHE members.
- Present findings from the original research at an AMOSSHE professional development event to delegates.

Interpreting data and research:

- Undertake sector research, analyse data and report on findings to be contextualised in relation to the higher education policy landscape.
- Interpret and present the findings of research and data to members in a manner that enables them to understand the key elements that impact them and their work in Student Services.

Presenting at a professional development event:

- Work with the Executive Director and Events and Partnerships Officer to design a session based on the original research that'll be presented at a professional development [event on the use of AI in Student Services](#).
- Actively represent the organisation at other professional development events, where appropriate, alongside other National Office colleagues.

Policy and representation:

- Assist in the preparation of written reports, presentations and information for internal and external stakeholders.
- Represent AMOSSHE on internal and external groups and meetings where appropriate.

General:

- Active contribution to a professional team.
- Maintain motivation while working with minimal supervision, and demonstrate independence.
- Any other duties on behalf of AMOSSHE as may reasonably be required.

Further information

Location of employment:

The National Office team works in our central London office on Tuesdays and Wednesdays. We're keen for this opportunity to be offered to anyone in the UK, and the internship is open to a flexible working model to account for travel and caring responsibilities. Though, please note there'll be set dates that we'll expect the intern to prioritise to attend in-person meetings in the London office.

Right to work in the UK:

Whilst we welcome applications from home and international students with UKRI PhD funding, you'll need to ensure that this role will be compliant with any visa requirements you may have.