



# Administrative Student Programme 2024-3

Geneva, Switzerland

Full-time

## Company Description

At CERN, the European Organization for Nuclear Research, physicists and engineers are probing the fundamental structure of the universe. Using the world's largest and most complex scientific instruments, they study the basic constituents of matter - fundamental particles that are made to collide together at close to the speed of light. The process gives physicists clues about how particles interact, and provides insights into the fundamental laws of nature. Find out more on [home.cern](https://home.cern).

*Diversity has been an integral part of CERN's mission since its foundation and is an established value of the Organization.*

## Job Description

*Imagine getting involved in work that is changing the world and imagine doing it before you've left university. Imagine working in an international environment and having a great quality of life.*

## Take part in CERN's Administrative Student Programme!

There's no better way to learn than on-the-job. When that job happens to be in a world-famous organisation and centre of scientific excellence, even better. If you're an undergraduate in Administration and are looking for a practical training period or a place to complete your final project, you could spend 2 to 12 months at CERN during the course of your studies (Bachelor or Master). If your university requires or encourages you to acquire work experience through an internship, imagine doing this at CERN in Geneva.

It could be in any of the following disciplines: translation, human resources, advanced secretarial work, business administration, logistics, law, finance, accounting, library and information science, engineering management, science communication, education, audiovisual, communication and public relations, psychology, audit are but a few examples of the many domains in which successful applicants will learn and contribute their knowledge.

*A panel of CERN experts meets three times a year in February, June and October, to review all applications, and typically around 50 students are selected to join the programme annually.*

## Qualifications

In order to qualify for a place on the programme you will need to meet the following requirements:

- You are a **national of a [CERN Member or Associate Member State](#)**.
- You should have completed **at least 18 months of your undergraduate studies** (Bachelor or Master's) specializing in an administrative field at the time of the next student committee taking place in October 2024.
- You **remain registered as a full-time student** during the internship.

- You have a **good knowledge of English or French**.

Please note that in case you are studying in a STEM/engineering field, you are not eligible to apply for this position. Instead, please consider applying for the [CERN Technical Student programme](#).

### Additional Information

CERN would very much like to benefit from your expertise, commitment and passion. In return, CERN will provide you with:

- A contract of association from **2 to 12 months**.
- An allowance of **3452 Swiss Francs per month (net of tax)**.
- A travel allowance.
- Depending on your personal circumstances, a supplement if you are married and/or have children.
- Coverage by [CERN's comprehensive Health Insurance scheme](#) (the contribution will be automatically deducted from your allowance).
- 2,5 days of paid leave per month.

### Life @CERN

Get a glimpse of what it's like to work at CERN: <https://careers.cern/benefits> and <https://careers.cern/our-people>

### Required documentation:

You will need the following documents, **in English or in French, clearly labelled** (e.g. "CV", "Academic transcript", "Reference Letter") **and in PDF format** to complete your application:

- A **CV**.
- A copy of your **most recent academic transcript** giving an overview of your marks (if you download it from your university portal please make sure there is no protection so that we can open it).
- **A reference letter from your University Professor is mandatory**. Should you have one from a previous internship you may add this as a second reference.\*

**\*Please make sure you have all the documents requested to hand when you start your application on our career portal as they cannot be added after its completion (only reference letters can be submitted afterwards).**

You may upload the reference letter yourself, whilst submitting your application, or through your referee via the link you will receive shortly after submitting your application.

Here are few tips:

- Be as specific as possible in the application fields "Education" and "Experience".
- We recommend you prepare your answers in Word or Notepad in advance, as once you start completing the application on SmartRecruiters, you have a limited time to submit it.
- If you apply to more than one job, you will need to upload the documents for each application you submit.

Check out our dedicated [pages](#) for more information.

**Your application along with all supporting documents should reach us no later than July 29th 2024 (at 23:59 CET). \*\***

**\*\*Documents submitted after the deadline will not be taken into consideration.**

**Please note that your application may also be shared during the process with a panel of national experts for evaluation purposes. Ultimately, it will be reviewed by a panel of CERN experts between 29th of July and beginning of October 2024. During this period, you could be contacted for a phone/video interview or additional information. The outcome of the recruitment process will be given no later than end of October 2024.**

Please note that if a traineeship agreement is required by your institute (university), as an international organisation CERN will not sign external documents. You will therefore be required to use the CERN traineeship agreement provided upon request.

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