

# Education Abroad Internship

## Position Description: 2018-2019 Academic Year

The International Studies Office will select student interns to work in the office for the duration of the 2018-2019 academic year. The internship is unpaid. Interns will serve as a resource to other UVA students about education abroad by providing support for the Education Abroad Advisors and assisting with office events and activities. Through their work, interns will gain experience in a professional office and acquire knowledge about the education abroad field, as well as continue to reflect on and learn from their own experiences abroad.

### Commitment

- **Training:** Monday, August 27, 2018 (ALL DAY). Students will participate in preparatory training for the internship.
- **Monthly Meetings:** On-going training will also take place to develop a working knowledge of the ISO and Education Abroad at UVA in order to refer students to resources, make meaningful contributions to the ISO, and present personal experiences.
- **Weekly Work Hours:** 5+ hours per week – projects/tasks, outreach, peer advising, event support, etc. (details below)

### Internship Responsibilities and Expectations

Interns are an integral part of the Education Abroad Team and are involved in a wide variety of office functions. Responsibilities include:

- **Projects/Tasks:** The Education Abroad Team has identified outreach, promotion, and support projects that will benefit the office and students. Some examples of intern projects are exchange promotion, scholarship promotion, data entry and tabulation, editing and formatting of brochures, handbooks, and major advising sheets, the “Hoos Abroad” Education Abroad Blog, and more.
- **Outreach:** Interns will play a large role in outreach for the office, including, but not limited to: creating and posting flyers for upcoming events, chalking classrooms and sidewalks, tabling, social media management, and other promotion of education abroad programs and events.
- **Presentations:** Interns will present to various student groups (e.g. academic classes, CIOs, Greek chapters, residence halls). Some of the presentations are coordinated by the EA Team and some will require the interns to coordinate on their own, partnering with fellow interns for presentations.
- **Peer Advising:** Interns will direct students to resources and answer general questions about education abroad.
- **Event Support:** Interns will assist with preparations and implementation of education abroad events.
  - Education Abroad Fairs: held in early September and in January. Interns will assist with fair setup and cleanup, direct students to resources and answer questions, and if appropriate, represent their own program.

- Family Weekend: held once a year in the fall, Interns will speak with students and families about their international experiences.
- Global Week @ UVA: Interns will assist in a variety of promotional activities during this week in the fall.
- Pre-Departure Orientations: held in November and April, Interns will speak with students preparing to study abroad in the same host country and/or region.
- Days on the Lawn: approximately 8 sessions are held in April; Interns will promote education abroad opportunities to prospective students and their families.
- **Other duties as assigned!**

### **Required Qualifications**

- Previous experience studying abroad as a UVA student
- Current UVA undergraduate student
- Commitment to participating in training, class meetings and the responsibilities of the position
- Good academic standing and maintenance of a 2.75 GPA
- Strong interpersonal, oral and written communication skills
- Ability to interact with members of the University community in a professional manner and convey information accurately

### **To Apply**

**Review this position description carefully to make sure that you are willing and able to fulfill all of the commitments.** Submit your completed application to [studyabroad@virginia.edu](mailto:studyabroad@virginia.edu) no later than **Friday, June 29.**

# Education Abroad Internship Application

2018-19 Academic Year

**Application Requirements:** You must meet the minimum required qualifications, as well as understand and be willing to meet the expectations and commitments of the position. **Please read the Internship Position Description for detailed information.**

Full Name:	
Study Abroad Program(s), Term/Year:	
Major(s):	
Email:	Phone Number:
	Skype User Name:
Rising Year (BOLD and underline one):	<b><u>2<sup>nd</sup></u></b> <b><u>3<sup>rd</sup></u></b> <b><u>4<sup>th</sup></u></b>

Please answer the following questions:

1. Describe your professional goals. What role does your international experience play in your personal and professional development?
2. Describe any unique, creative or artistic abilities that you would bring to the internship (e.g., computer skills, video production, graphic design, art, etc.).
3. What is your experience with public speaking? Please give examples of the context and audience size.

By signing or typing my name here, I agree that I have read and understand the Education Abroad Internship position description and that I am willing and able to fulfill all of the commitments involved with this position. I also acknowledge that all the information provided on this application form is true and accurate.

Signature: \_\_\_\_\_

Date: \_\_\_/\_\_\_/\_\_\_

**Submit your completed application no later than June 29 to [studyabroad@virginia.edu](mailto:studyabroad@virginia.edu).** Upon review by the Education Abroad Team, selected applicants will be contacted to schedule an interview for the weeks of July 9 or July 16 in Minor Hall (or by Skype if not in Charlottesville). Interns are required to attend the **ALL DAY training on Monday, August 27** (time & location TBD). Questions may be directed to [studyabroad@virginia.edu](mailto:studyabroad@virginia.edu).