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Leadership in Higher Education

MBA Intern-Business Administration Division

Department: Business Administration Division

Academic Affairs

Title of Internship: MBA Programs & Business Division Student Admission and Support Intern

Preferred Background or Skills:

The intern should know Power Point, Excel, Outlook and Microsoft Office.

Mission Statement:   
The Division of Business Administration is an academic community committed to career preparation. The Division fulfills this mission through a rigorous academic program that is characterized by excellence in teaching and experiential learning within a challenging, supportive environment that utilizes an applied approach. The Division assists students in their preparation to become contributing, compassionate, ethical business men and women in an increasingly global society and encourages their pursuit of personal and professional excellence.

Position Description:

The MBA Programs and Business Division Student Intern works closely with the Graduate Coordinator in the Business Administration Division to administer and support programs and processes related to graduate student enrollment in the Division. The Intern will gain leadership experience in the following academic and student support processes: admission/recruitment, orientation, academic advising, international student support, government regulation, and program evaluation.

Major Internship Responsibilities:

**Admissions**

* Manage the admission process of Graduate Business students, including, but not limited to, the following duties:
  + Attend Graduate Open Houses and assist program coordinators as needed
  + Correspond and communicate with prospective students and each applicant, maintaining a data base of information on admission status, visas, etc.
  + Communicate with Student Affairs and Residence Life offices regarding travel and housing information

**Orientation**

* Assist the campus International Student Services Office during Orientation week by working with student ambassadors for airport pickups, tours and various activities.

**Recruitment**

* Assist international visitors during a weeklong seminar encompassing, educational, cultural, and business visits.
* Plan and organize electronic and in-person recruitment events for prospective students.

**Advising**

* Assist with the academic advising of Graduate Business students.

**Student support**

* Intern will learn various databases: Colleague, WebNow, and Informer.
* Assist faculty with scheduling BW graduate courses in Brazil.

**Government regulations**

* Learn and manage U. S. government reporting on the SEVIS database to process graduate international students as a Designated School Official (DSO).

**Program evaluation**

* Conduct evaluations of Division student support programs and compile results.

**Special Projects:**

* Assist with special projects as assigned by the Business Division Chair or Program Directors.
* Attend curriculum and faculty meetings.

Special Hours:

We request that the intern start early, Aug. 1st and work later, May 31st to train and conduct orientations for new international MBA students.

Special Considerations:

None at this time

Unusual Tasks (that might require physical exertion, for example):

None at this time

Required Travel:

None at this time