

Leadership in Higher Education

Study Abroad/International Student Services Intern

Department: Academic Affairs & Student Affairs

Study Abroad Center & International Student Services

Title of Internship: Study Abroad/International Student Services Intern

Study Abroad and International Student Services Internship Description

Position Description:

This position will work with both Study Abroad and International Student Services at BW. Both offices work directly with BW students in a hands-on environment. Intern will gain experience advising, marketing, program development, supervising, event planning and collaborating with other departments at BW.

Major Internship Responsibilities:

• Become knowledgeable about Study Aboard programs

• Assist with creative marketing campaign and update website

• Actively promote international education to the campus community

• Advise students on international opportunities

* Help international students transition into American culture and BW

• Supervise Study Abroad student peer advisors

• Host international guests and others throughout the semester

• Maintain records and evaluate events by writing short summaries

• Research and compile reports on study aboard and international student services

• Have a hands-on role during International Student Orientation

• Serve as a positive role model, by being knowledgeable and compassionate of cultural differences

* Event planning: pre-departure orientation sessions, re-entry sessions, Study Abroad Fair, Culture Night, It’s a Small World, participate in day long events and shopping trips with students

• Meet with supervisor on a regular basis and other senior staff as needed

• Other duties as assigned

Preferred Background or Skills:

• Commitment to international education

• Team player

• Self-directed and enthusiastic

• Comfortable with public speaking

• Strong interpersonal skills

• Willingness to occasionally work outside normal business hours

• Creativity

• Flexibility/Adaptability

• Study Abroad experience preferred

Special Considerations:

• Start Date: August 3rd, 2015

• Must have flexibility in work time and office hours

• Must be willing to complete BW van training course

• Must be willing to work some evenings and weekends as required

• Must be accepting of different cultures, races, religions, etc

Special Hours:

• Some evening and weekend hours.

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

• Must be able to lift a 50 lb suitcase up stairwells

Required Travel:

* Some day long trips with international students