



Leadership in Higher Education

MBA Intern-Business Administration Division

Department: Academic Affairs-Business Administration Division

Title of Internship: MBA International Student Admission and Support Intern

MBA International Student Admission and Support Internship Description

Position Description:

The International Student Intern works closely with the Graduate Coordinator in the Business Administration Division to administer and support programs and processes related to graduate international 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:

Admission

- Manage the admission process of Graduate Business international students, including, but not limited to, the following duties
 - 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
 - Convert foreign currency to U.S. dollars from financial support statements

Orientation

- Assist the campus International Student Services Office during Orientation week by working with student ambassadors for airport pickups, tours and various activities
- Provide course assistance for the Orientation Seminar taught by Business Division faculty

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 international students.

Advising

- Assist with the academic advising of Graduate Business international students.

Student support

- Serve as liaison between local, international communities and international students to inform them of social and cultural events, etc.

Government regulations

- Learn and manage U. S. government reporting processes for Graduate Business international students

Program evaluation

- Conduct evaluations of Division student support programs and compile results

Special Hours:

This position will begin on August 1st and end May 31st, to allow time to train for student's arrival

Special Considerations, Unusual Tasks (that might require physical exertion, for example), Required Travel:

None at this time