



Leadership in Higher Education

International Student Services Intern

Department: Student Affairs

Title of Internship: International Student Services Intern

International Student Services Intern Description

Position Description:

The International Student Services Intern is a member of the Student Affairs staff at Baldwin-Wallace College and reports to the co-directors of International Student Services. The intern is responsible for implementing the goals of the International Student Services office and working toward achieving its mission of planning, implementing and promoting international student services and programs throughout the academic calendar. The intern also plays a significant role in the promotion and development of leadership opportunities for Baldwin-Wallace students as well as addressing global issues in a variety of creative, challenging, and meaningful ways that will be of benefit to the entire B-W community. The intern also includes serving in the capacity of programming resource person and administrator.

Major Internship Responsibilities:

Work with the other staff members to:

- Provide airport pick-up.
- Help to plan and organize International Student Ambassador training.
- Collaborate in the planning and organization of International Orientation in the fall and spring semesters.
- Assist international students with their acclimation and transition to Baldwin-Wallace College.
- Plan, implement, and promote international support services and programs for the entire B-W community throughout the year.
- Plan once-monthly shopping trips and outings.
- Provide and further develop resources for international students.
- Organize trips to the Social Security Office and the Driver's License Bureau when necessary.
- Monitor the duty phone for emergency calls.
- Facilitate and plan the international student ambassador meetings. This will include creating the agenda for the meeting itself.
- Assess the impact of sponsored programs and make changes/adjustments as deemed necessary to help ensure good quality product.

- Assist in coordinating and attending Global Friends Hours.

Advisory

- Supervise the International Student Ambassador's office work.
- Read and post their weekly work reports on Blackboard.

Administrative

- Assist with international student programs.
- Serve as a positive role model for students.
- Represent the International Student Services office in a positive and professional manner at all times.
- Serve as a liaison to the surrounding community for ongoing promotion of programs open to the public.
- Meet regularly with the co-directors.
- Attend on-going staff development and training.
- Support other programs (when possible) sponsored by other departments within the Student Affairs division and beyond.
- Graduate interns are responsible for other duties as assigned.

Special Considerations:

Must be willing to start August 1st.

Required Travel:

Possible

Unusual Tasks (that might require physical exertion, for example), Preferred Background or Skills, Special Hours:

None