



Leadership in Higher Education

Explorations/Study Abroad Intern

Department: Student Affairs
Explorations/Study Abroad Center

Title of Internship: Explorations/Study Abroad Intern

Explorations/Study Abroad Internship Description

Position Description:

The Explorations/Study Abroad Intern will assist in programming, advising and marketing of study away opportunities.

Major Internship Responsibilities:

- Become knowledgeable about Explorations programs
- Assist with creative marketing campaign (Freshman Orientation presentations, coordinate Study Abroad Fair, create flyers and brochures, etc)
- Actively promote international education to the campus community
- Assist in designing and implementing re-entry and pre-departure orientation sessions
- Advise interested students on international opportunities
- Serve as a positive role model, by being knowledgeable and compassionate of cultural differences
- Advise/Supervise Explorations student peer advisors
- Host international guests and others throughout the semester
- Meet with supervisor on a regular basis and other senior staff as needed
- Collaborate with other offices on campus to expand programming
- Update website
- Maintain binders and evaluate events by writing short summaries
- Research and compile reports on best practices, national study abroad averages, study abroad consortiums, et. al.
- 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 1st (with some flexibility)

Special Hours:

Some night and evening hours.

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

None

Required Travel:

None