INTERNATIONAL EDUCATION INTERN
Beloit College

The International Education Intern at Beloit College helps support international education at the College by helping to promote study abroad and other off-campus opportunities as well as to integrate international students into the campus and the wider community. The intern lives in a residence hall, is a member of the staff of the Office of International Education, and works closely with multiple areas in the Student Affairs Division (most often with student activities, orientation, and residential life). The intern has a full-time appointment from mid-July 2015 through mid-June 2016.

Reporting to the Program Coordinator, Office of International Education, and working closely with other International Education staff members, the intern will participate in the weekly staff meetings of the Office of International Education and their twice per year review and planning sessions. The intern will also participate in bi-weekly residence life/student activities cluster meetings and will meet periodically with the Associate Dean of Students. The intern will communicate with supervisors and appropriate staff on an on-going basis about concerns/campus issues and immediately in the case of critical and/or emergency situations. The intern will live on campus and give time and assistance to residents as appropriate. The intern is expected to become an active member of the residential community and will live in a residence hall.

Characteristic Duties and Responsibilities:

1. In the reception area and supervised by the Program Coordinator:
   a. Greets visitors to the office, responds to their initial inquiries, and either provides direct assistance or directs visitors to others for assistance.
   b. Helps manage student workers

2. In the area of study abroad and domestic off-campus programs:
   a. Supervised by the Associate Director, help promote study abroad and domestic off-campus programs (on-campus advertising, class presentations, outreach in residence halls, preparation for the off-campus studies fairs)
   b. Supervised by the Program Coordinator, assist with off-campus advising (responding to initial inquiries about off-campus study, helping potential applicants access on-line and print resources, holding general information and application sessions); maintain the International Education resource room; and track potential applicants and applications
   c. Supervised by the Program Coordinator, assist in the preparation of students for their off-campus study experience (preparation of orientation materials, helping prepare and facilitate orientation sessions)

3. In the area of international student services, supervised by the International Student Advisor and consulting the ESL instructor, other staff members in the Office of International Education, and staff members in the Office of Student Affairs
   a. Develop quality relationships with international and domestic students through shared meals at commons and other activities.
   b. As appropriate, work with the RA staff to meet the needs of students.
   c. Serve as one of the advisors to the International Club and attend international club activities
d. Assist international students to make a successful transition to the College (preparation of orientation materials, help prepare and facilitate orientation sessions, serve as a resource to connect international students to campus services, participate in and assist with RA and OL training, work with Student Activities and other offices/organizations to plan on- and off campus activities).

e. Assist international students to make a successful transition to the U.S. (help support the host family program and assist with other kinds of community outreach).

f. Gain a basic understanding of regulatory issues governing the presence of international students in the USA.

4. For the Committee on International Education and supervised by the Director of International Education:
   a. Attends committee meetings, records committee discussions, drafts meeting summaries for review by the director.
   b. Provides logistical supports for committee meetings (set ups up equipment as needed, organizes refreshments, prepares and distributes meeting materials as needed, takes down equipment, and returns meeting room to order.
   c. Helps maintain the committee’s google drive folder.

5. In the area of logistical supports for visitors and events, supervised by the Director of International Education and in consultation, as appropriate, with other office staff:
   a. Provides logistical supports for visitors and events (room and hotel reservations, transportation, schedule development, drafting of print information about events, and so on).

6. Initiate and implement projects in support of campus internationalization as time and opportunities permit.

Note: Some evening and weekend work required.

Credentials and Experience:
1. Bachelor’s Degree is required.
2. Experience with study abroad, international students, and/or intercultural experience and the ability to develop quality relationships with students are critical.

Knowledge, Skills, and Abilities:
1. Must exhibit the ability to work with a diverse group of students, faculty, and staff in a sensitive and professional fashion.
2. Excellent facilitation and presentation skills are expected.
3. Strong interpersonal and communication skills (written and verbal) are highly valued.
4. The candidate must be flexible, open to new ideas, able to take initiative on projects and motivated to learn administrative, organizational, and computer skills.

Remuneration/Benefits: The position begins in mid-July and extends through mid-June. The intern receives an hourly wage and is permitted to take one academic course per semester without charge. Additionally, an apartment in a campus residence hall and meals are provided as a taxable benefit.
To Apply: Send by email a cover letter addressing your qualifications for the position and reasons for applying, a resume, and the names and contact information for three references to Kathy Landon, Program Coordinator, Office of International Education at oie@beloit.edu.

Application Deadline: February 28.

Beloit College is committed to the educational benefits of diversity and urges all interested individuals to apply.
AA/EO Employer