

LAS International Programs Paid Student Position Openings

Position: LAS International Programs Study Abroad Administration Intern

Job Summary

The LAS International Programs Study Abroad Administration Student Intern supports outgoing study abroad program management and assists with various LASIP events and exchange student programming. Within this position, the Study Abroad Administration Intern will assist with the back-end administration of study abroad processes and assist with international student event coordination and planning.

Key Responsibilities

Administrative Support for Study Abroad Programs

- Assist with study abroad application management
 - Uploading materials to student applications
 - Contacting students about application materials
- Updating Study Abroad brochures with dates and program information as needed

Incoming Exchange Program Support

- Assist with planning and execution of incoming exchange student orientations
- Serve as a mentor to incoming exchange students by maintaining regular contact with students and organizing social events

Study Abroad Program Promotion

- Lead a bi-monthly general study abroad information session for LAS students and/or LAS education abroad programs
- Assist with LAS International Programs promotional events by:
 - Helping set up tables/spaces
 - Making presentations for information sessions in Canva/PowerPoint
 - Promoting study abroad opportunities through tabling across campus

Other duties as assigned

Required Qualifications

- Current undergraduate student enrolled in the College of LAS
- Must be able to work in-person 10-20 hours per week
- Experience living or studying abroad
- Ability to communicate effectively and professionally with a variety of campus stakeholders

Preferred Qualifications

- Intermediate proficiency in at least one language other than English
- Experience working with Canva

Application Instructions

Interested applicants should complete [this form](#) by April 14, 2023 at 5:00 p.m.