International Education Week Intern – Fall 2013

Job Description: The Office of International Programs strives to complement Western Kentucky University’s vision to be *A Leading American University with International Reach* through the strategic development, implementation, and management of campus-wide internationalization initiatives. The IEW intern will take both leading and supporting roles in the overall planning and implementation of International Education Week. Additionally, the intern will likely contribute to several OIP-sponsored events offered during IEW. The position reports to the Coordinator of International Programs.

Tasks, gained knowledge, and experience as an intern may include but not limited to:

- Develop understanding of the Office of International Programs as well as other organizations on campus
- Learn about the role of international cooperation in higher education
- Improve leadership skills
- Act as lead in planning, organization, and implementation of International Education Week programs and events
- Assist with bringing together potential participants of International Education Week
- Develop web design and social media skills
- Create and distribute marketing materials related to International Education Week
- Meet with campus and community committees and organizations and express ideas
- Find opportunities for staff, student, and community engagement
- Perform administrative tasks such as organizing meetings, fielding calls and emails, etc.
- Perform follow-ups to events such as composing press releases and sending thank you notes to participants
- Provide support for staff as needed

Qualifications, Skills, and Requirements:

- Full time graduate or undergraduate student in good academic standing;
- Experience with event planning;
- Study abroad experience (or another type of experience with equivalent international/intercultural exposure);
- Critical thinking skills;
- Good oral communication skills;
- Excellent writing skills;
- Proficiency in Microsoft Office and web design;
- Marketing experience;
- Ability to work September 30-November 30 with the majority of hours logged in the weeks leading up to, during, and following International Education Week (November 11-15, 2013);
- A valid U.S. driver’s license
Benefits of Internship:

After completing the internship, students will have gained experience in the fields of international programs, public relations, marketing, community engagement, and event planning. Interns will also gain leadership and networking skills. Interns will improve professional skills such as teamwork, communication, collaboration, time-management, and accountability.

Time Allotted:

15-20 hours per week, depending on intern’s availability. Intern must have open availability during International Education Week. Internship lasts from September 30-November 30, 2013.

Application:

Those interested in the internship should send resume, cover letter, and availability schedule for the allotted time to the Coordinator of International Programs at internationalization@wku.edu with “IEW Intern” in the subject line. Select applicants may be asked to participate in an interview.