

## American Language & Culture Program (ALCP) Internship Academic Year 2009-2010/ Fall 2009

### Title

ALCP Peer Mentor & Program Assistant

### Compensation

Up to 3 internship credits, upon approval by academic departments or Career and Professional Planning (CAPP).

### Supervisors

Katie Schiffelbein, ALCP Advisor

### Internship Scope

*65% Guidance & Assistance:* Help ALCP students acclimate to the University of Idaho (local airport pick-ups, housing check-in, Vandal card), mentor, and assist with fun local and Northwest activities, which may include: Farmers' Market visits, cherry picking, white-water rafting, skiing, Seattle weekends, camping, movie nights, dinners, cultural activities, and other special events.

*20% Professionalism & Teamwork:* This is a great opportunity to learn office procedures in a flexible/comfortable office setting. International Programs is a business casual environment where a positive attitude and knowledge of campus services are appreciated. Interns are highly respected and depended upon. You will be given a high level of responsibility, and the opportunity to develop excellent resume references and skills sets.

*15% Accreditation & Administrative Support:* Assist with accreditation and administrative processes as needed: compile student records, immigration documentation, and orientation preparation. This will be a great opportunity to learn and develop your skills (software and programming, MS Office Suite, photography, web, and/or graphic design).

### Minimum Qualifications

Native English Speaker

Traveled Abroad

Interest in International cultures

Punctuality

Flexibility

Ability to work some evenings and weekends

In Academic Good Standing (2.75 GPA minimum)

Demonstrate strong interpersonal, oral, and written communication skills

Possess cultural sensitivity and patience with non-native English speakers

Good driving record (will get UI van certification)

### Desired Qualifications

Familiarity with a foreign language (survival, intermediate, or advanced)

Study Abroad experience

*Please complete and submit an **Internship Application** and a **Commitment Schedule** by*

**10 am on Monday, August 31, 2009** to:

**Katie Schiffelbein**, ALCP Advisor, ([kschiffel@uidaho.edu](mailto:kschiffel@uidaho.edu)), International Programs Office - LLC Building #3

*Candidates will be contacted for an interview*