

**Study Abroad Internship  
Academic Year 09-10/ Fall 09**

<b><u>Title</u></b>	Study Abroad Advising Assistant
<b><u>Commitment</u></b>	Academic Year 09-10 (Fall 09 only may be considered), 6 - 9 hours/week
<b><u>Compensation</u></b>	Up to 3 internship credits upon approval by academic department or Career and Professional Planning (CAPP).
<b><u>Supervisors</u></b>	Holly Greenfield (Study Abroad Advisor) Mary Ellen Brewick (Study Abroad Advisor)

**Internship Scope**

Intern will assist study abroad advisors with promotion, recruitment, retention, and program logistics while learning the full scope of the study abroad advising process. Intern will be responsible for mentoring and assisting students, presenting "First-Time Study Abroad Advising Workshops," promoting the study abroad program to living groups and other student organizations, assisting advisors at study abroad fairs and orientations, maintaining and updating program materials, and assisting advisors with administrative processes as needed. 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. This is an excellent opportunity to gain first-hand experience in a very rewarding and exciting career field.

**Minimum Qualifications**

- Experience studying/traveling/living overseas
- Interest in study abroad and international cultures
- Availability and commitment to stay on job for a year (\*students who are only able to do a Fall 2009 semester internship may be considered).
- Punctuality
- Flexibility
- Ability to work day, evening, and possible weekend hours
- Demonstrate strong interpersonal, oral, and written communication skills
- In Academic Good Standing (Maintain a 2.75 GPA minimum)

**Desired Qualifications**

- Study Abroad experience
- Public speaking experience

- Advanced skills in Microsoft Office Suite
- Basic webpage design

**To Apply**

Please complete and submit an ***Internship Application*** and a ***Commitment Schedule*** to:

**Holly Greenfield**

International Programs

University of Idaho

901 Paradise Creek St., LLC Bldg#3

PO Box 441250

Moscow, ID 83844-1250

Tel: 208.885.0105

Fax: 208.885.2859

Email: [hgreenfield@uidaho.edu](mailto:hgreenfield@uidaho.edu)

**~ Applications due Monday, August 31<sup>st</sup> by 10 am ~**

*Candidates will be contacted for an interview*