

## **Study Abroad (USAC) Internship Academic Year 09-10**

<b><u>Title</u></b>	USAC Program Ambassador
<b><u>Commitment</u></b>	Academic Year 09-10 (must be able to commit to a year), 8 hrs/week
<b><u>Compensation</u></b>	<p>Student will receive an educational stipend up to \$2600, which works out to approximately \$10/hour if student works 8 hrs/week for 16 weeks per semester. The stipend will be given in 4 payments - at the middle and end of the Fall 2009 and Spring 2010 semesters.</p> <p>Students may also receive up to 3 internship credits upon approval by academic departments or Career and Professional Planning (CAPP).</p>
<b><u>Supervisors</u></b>	Holly Greenfield (Study Abroad Advisor) Mary Ellen Brewick (Study Abroad Advisor)

### **Internship Scope**

The primary objective of this position is to increase on-campus expertise and knowledge of USAC programs and to assist the UI Study Abroad Office in increasing support to students choosing and preparing to depart on programs. The USAC Ambassador will assist study abroad advisors with advising and outreach. Advising responsibilities will include serving as first point of contact with prospective students, manning information tables, holding drop-in office hours, holding advising coffee/Q&A hours, updating materials and program information, etc. The intern may also create websites/scrapbooks of their own personal experience abroad, hold classroom/event presentations or panel discussions, assist UI Study Abroad and USAC representatives at fairs, create/design new resources, etc.

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**

- Alumnus of USAC program, Specialty Program preferred
- Minimum 3.0 GPA
- Availability and commitment to stay on the job for at least a year
- Willingness to serve as a positive representative of USAC and UI Study Abroad
- Interest in study abroad and international cultures

- Punctuality
- Flexibility
- Ability to work day, evening, and possible weekend hours
- Demonstrate strong interpersonal, oral, and written communication skills

**Desired Qualifications**

- Public speaking experience
- Advanced skills in Microsoft Office Suite
- Basic webpage design

**To Apply**

Please complete and submit a **USAC 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*