

Study Abroad Graduate Intern, Office of International Affairs

Institution:	Texas Tech University
Location:	Lubbock, TX
Category:	Admin – International Programs and Services
Type:	Part Time

Title:	Study Abroad Graduate Intern
Primary Location:	Office of International Affairs
Reports to:	Assistant Director of Study Abroad
Schedule:	Flexible; approximately 20 hours per week between the hours of 8am and 5pm, Mon – Fri; occasional evenings for events
Position Dates:	August 2016 – December 2016 (dates are negotiable)

Description:

The Office of International Affairs (OIA) is offering an exciting graduate internship opportunity for someone who is technically savvy, globally minded, and seeks to gain experience in the field of education abroad. The Study Abroad Graduate Intern provides essential support for students who are interested in studying, conducting research, and/or interning abroad. They also assist in promoting global awareness on campus and will have a role in the planning, marketing, and execution of student programming.

Internship Purpose:

Provide advising, administrative, and operational support for TTU Study Abroad.

Core Duties

- Advise students on education abroad program options and application process.
- Maintain the Study Abroad database as well as paper and electronic files for all study abroad students being advised.
- Assist in the implementation of Study Abroad Week events to include the Study Abroad Fair
- Daily administrative duties such as doing research; collecting, analyzing and reporting on data; participating in office meetings; preparing materials for events; keeping detailed records; assisting with office functions; and responding to student inquiries.
- Develop and present a variety of information sessions, including Study Abroad 101 sessions, country-specific and/or major-specific sessions, etc.
- Special projects and other duties may also be assigned.

Benefits & Professional Development Opportunities

- Participate in professional webinars related to education abroad
- Shadow Study Abroad Advisors to observe different styles and techniques
- Serve as a role model for members of the student organization Study Abroad Peer Advisors
- Complete TTU's Family Educational Rights and Privacy Act (FERPA) training
- Learn to identify strengths and areas for improvement of office operations and activities
- Practice interview skills and develop resume/CV in collaboration with supervisor

Minimum Requirements

Study Abroad Intern, Office of International Affairs

- Must be enrolled in a graduate program at time of internship, preferably in Higher Education Administration, College Student Personnel, International Education or related field of study.
- Experience living, working, and/or studying abroad.
- Must be able to work occasional evenings.
- Proficient computer skills and demonstrated experience with Microsoft Office software and email applications.
- Strong interpersonal skills.
- Excellent written and verbal communication skills including presentation skills.
- Self-directed and self-motivated.
- Creativity and flexibility.
- Strong organizational skills and attention to detail.
- Discretion in handling private education records.
- Ability to resolve problems.
- Enthusiasm for international education, cross cultural awareness, and an ability to work with a diverse student population.

Preferred Qualifications

- Experience with Terra Dotta software.
- Experience advising college students.

Compensation

Stipend of \$2,000 for Fall semester

*****To apply, please send an email to Rachel Massey, Assistant Director of Study Abroad, at Rachel.Massey@ttu.edu with the following attachments:**

1. **Resume**
2. **Cover letter**
3. **Names and contact information for two references**

All documents should be submitted as PDFs. Applications will be accepted until the position is filled, and qualified candidates will be contacted by Ms. Massey for an opportunity to interview.