

Internship Overview

The Office of Education Abroad offers 8-12 internship positions for the academic year. This is a paraprofessional internship opportunity for outstanding, passionate UA students who have academically-focused international experience. The Education Abroad Internship seeks to provide students with a professional development opportunity, emphasizing transferable skills. Interns will take on a variety of objectives and responsibilities, assigned on an individual basis, as it relates to the overall office vision.

The vision of Education Abroad is to foster inquisitive, compassionate and engaged global citizens through transformative international experiences as a commitment to the intellectual and social advancement of The University of Alabama.

I. General Duties and Responsibilities:

- Serve as a representative for Education Abroad, sharing your international experience with prospective/current students, parents, and UA faculty/staff.
- Assist Education Abroad with events throughout the academic year including but not limited to the Study Abroad Fair, Get on Board Day, and University Days.
- Hold regular office hours in the Education Abroad office, as determined in the beginning of the semester.
- Assist the office of Education Abroad with outreach initiatives (i.e. events, class visits, and social media).
- Contribute ideas, feedback, and suggestions from the student perspective.
- Attend weekly and monthly intern meetings.

**Note: Students who cannot attend the intern training will not be considered for the position.*

II. Benefits:

- Two \$250 scholarships, one awarded at the end of each semester (Dec. 2017 and May 2018), upon successful completion of assigned duties and responsibilities.
- Opportunity to connect with fellow study abroad alumni, exchange students, and prospective study abroad participants.
- Professional work experience in a higher education office and development opportunities (i.e. Lessons from Abroad Annual Re-Entry Conference).
- Scholarship assistance for future study abroad experiences.

III. Sample Roles and Responsibilities

- Study Abroad 101 – Coordinate one of our daily study abroad information sessions
- Public relations and promotion
 - Promote education abroad opportunities to campus (class visits, tableing, events, etc.)
 - Brainstorm new events and marketing strategies
- Event Planning
 - Bi-Annual Study Abroad Fair
 - Cultural events for our exchange students (i.e. hiking trips, socials, museum visits)

- Scholarship Coordination
 - Assist students in finding/applying for external scholarships
 - Manage scholarship databases
 - Promote scholarship opportunities for education abroad
- E-Newsletter Development and Story Writing
- Internship coordination (for internships abroad)
 - Promote internship opportunities abroad
 - Interview students regarding their experience and placement
 - Manage internship database
- Social Media
 - Create a year-long social media plan
 - Maintenance
- Exchange programming
 - Assist EA process and acclimate incoming exchange students
 - Work with incoming students to promote their home university at UA
 - Assist outgoing exchange students
 - Promote UA's exchange partners
- Pre-Departure & Parent Programming
 - Develop useful resources for students and parents regarding study abroad

