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