

## 2023-24 Advising & Coordination Graduate Assistant for International Internships

The **Intern Abroad Team** in International Academic Programs (IAP), campus' central Study Abroad office, is seeking a part-time **Advising & Coordination Graduate Assistant**. As part of the International Division, Intern Abroad identifies, develops, and promotes international internships. Our team develops opportunities for undergraduates from all schools and colleges and works closely with students and organizations around the world. Our staff are part of the campus study abroad office and collaborate with campus career services units. See <http://internships.international.wisc.edu> for more information.

### Requirements:

- UW-Madison enrolled graduate student
- Experience studying, interning, volunteering, conducting research, and/or working abroad
- Evidence of strong organizational skills, attention to detail and an ability to deal with multiple tasks simultaneously
- Demonstrated skills in communication and problem solving
- Ability to work independently with minimal supervision but also as part of a small team
- Strong and demonstrated commitment to international and/or experiential learning
- A sense of humor and compassion with a professional demeanor
- Preference for experience with communications and/or data/website management

*Diversity and inclusion are primary values for our team and are integral to achieving our strategic goals. We seek candidates with an awareness of and commitment to the principles of diversity and inclusion across all spectrums.*

### Duties

- Assist with our Oracle database/admin site, editing internship listings and updating student and organization information
- Answer general emails to respond to student inquiries
- Conduct student advising appointments to help exploring and accepted students
- Review internship applications and provide feedback; assist in coordinating application review
- Manage acceptance and enrollment process for students seeking credit for internships
- Assist with orientation planning and execution for outgoing interns
- Prepare for and attend events and fairs to promote International Internships (may include occasional evening hours)
- Assist with communications for the office including newsletters, social media (Twitter, Facebook, Instagram) and WordPress website updates
- Other duties and special projects as assigned, which may include alumni research, assessment, or cultivating new internship opportunities with employers, depending on language and regional expertise

**Compensation:** \$21/hour.

**Schedule:** ~15 hours/week. Must have availability on Mondays and Tuesdays in person in the Red Gym and one or two other days remotely, starting in late August or September 2023 ideally through summer 2024.

Please submit a resume & cover letter to [internships@international.wisc.edu](mailto:internships@international.wisc.edu) by **July 12<sup>th</sup>** for preferred consideration. Include your anticipated fall work availability in the cover letter, as well as any language skills or regional experience and communications experience.