

*International Programs***GRADUATE INTERN**

Position Overview

The Graduate Intern plays a key role in helping CSE International Programs accomplish its mission of recruiting and providing opportunities abroad to CSE undergraduates. Once trained, the Intern will create and execute new recruiting ideas and events, as well as recruit students at other established international program events. The Intern will also assist with developing a peer program, and researching and updating exchange partner information. Twice a year CSE hosts international exchange students and the Intern will help with their orientations and programming. The Intern will be an integral part of the small CSE International Programs team.

Responsibilities**70% Outreach and Recruitment**

- Brainstorm ideas, create and execute new recruiting initiatives to get CSE undergraduate students to participate in opportunities abroad.
- Attend recruiting events with or without CSE International Programs staff (Learning Abroad Fair, May & Summer Study Abroad Expo, Slice & Advice, etc)
- Assist CSE International Programs staff to build a peers program
- Collaborate with academic advising, collegiate life, and academic departments on international program recruiting initiatives

10% International Inbound Exchange Student Programming

- Assist CSE International Programs staff with the planning and execution of CSE International Exchange Student Orientations and programming.

10% International Programs Research

- Assist CSE International Programs staff with researching and updating exchange partner information
- Possibility of additional research opportunities based on interest and time availability

10% Additional Responsibilities

- Potential to teach CSE 1001: First Year Experience course. Hold office hours and supervise an undergraduate teaching assistant.
- Represent CSE International Programs at College and University-wide events.
- Attend International Programs, and student services all-staff meetings.
- Other duties which support the goals and mission of CSE International Programs.

Qualifications

- Currently enrolled in a graduate program in higher education, international education, student personnel, or a related field and a preference for completion of at least one year of graduate studies by the start of the internship. A B.A. or B.S degree is required.
- Desire to focus on international education in a higher education setting.
- Ability to speak publicly and conduct group presentations.
- Excellent written and oral communication skills.
- Proven commitment to equity, diversity, and inclusion and a passion for supporting the opportunities abroad for students and success of all students.
- Demonstrated ability to work independently, as well as collaboratively.
- Self-starter, high sense of initiative, and goal-oriented.

Logistics

- The position begins in late August 2024 prior to the school year beginning (start date is negotiable) and continues through May 2025. The intern should expect to work approximately 15-20 hours per week. There may be occasional evening or weekend hours.
- Interns will begin with the observation of appointments, attend multiple meetings, and brainstorming sessions before independently recruiting.
- Supervision will be provided on a weekly basis by one of the professional master's level International programs staff on-site. Supervision by a licensed practitioner (LPC, LPCC, Psychologist, etc.) will not be available.
- The stipend for this internship is \$10,000 for the academic year.

About the Department

College of Science and Engineering Student Services provides future and current undergraduate students holistic support to promote student success, meaningful engagement, and personal and professional development. With diversity, equity, inclusion, and social justice in the forefront of all services, programs, and initiatives, we continuously strive to create access to opportunities, enhance inclusive environments, and identify and remove barriers for students. CSE Student Services is made up of more than 30 staff employees within the following units: Academic Advising, Career Services, Student Engagement, DEI, Women in Science and Engineering (WISE), International Programs, Youth Programs, Recruitment and Admissions, and Undergraduate Scholarships; and is led by the Associate Dean for Undergraduate Programs.

CSE International Programs provides learn abroad opportunities and advising to approximately 5,600 undergraduate students in 20 different majors, as well as welcome and orientate 30-50 international exchange students annually. CSE International Programs is committed to providing innovative services and resources for diverse populations of undergraduate students that prepare CSE students to communicate across cultures and work in the global economy.

To Apply

- Interviews will be conducted on a rolling basis until position is filled.
- A complete application will include a resume, cover letter and the names, titles, email address and phone numbers of 3 people who can provide professional references.
- In your cover letter, please identify why you are interested in a the international programs graduate internship with the College of Science and Engineering
- Applications accepted via email to Erin Piper, Assistant Director of International Programs at epiper@umn.edu.

