

**Leadership in Student Affairs M.A. Program
Graduate Assistantship or Internship Position**



Position Title:	Study Abroad Graduate Intern
Type of Position:	<input type="checkbox"/> Graduate Assistantship <input checked="" type="checkbox"/> Paid Internship <input type="checkbox"/> Unpaid Internship <input type="checkbox"/> Special Project
Institution Name:	Concordia University, St. Paul
Institution Description:	Concordia University, St. Paul is a small comprehensive Christian university owned by the Lutheran Church–Missouri Synod with liberal arts and professional programs for traditional-age, older, graduate, and on-line learners. Traditional, on-campus students number approximately 1,400. See also: http://www.csp.edu/aboutus/fastfacts.html#enrollment
Supervisor:	Kelly Matthias
Department Description:	The Center for Student Engagement is a department within student life that connects students, faculty and the community in their common interests of learning and serving through four primary programs: student activities, service-learning, study abroad, and leadership programming. We provide students gateway experiences to foster a lifelong commitment of service and global engagement and to help students discern their life's vocation through a variety of powerful experiential learning experiences.

Appointment:	Compensation:	Remuneration:
<input checked="" type="checkbox"/> Academic Year	<input checked="" type="checkbox"/> Stipend - \$2,500	Week Hours: 12-15
<input type="checkbox"/> 12 Months	<input type="checkbox"/> Hourly Wage	Payment Frequency: biweekly
Start Date: mid-August	<input checked="" type="checkbox"/> Parking Provided	Additional Notes:
	<input type="checkbox"/> Professional Development Funds	

Position Description & Responsibilities
<p>Arrange student outreach activities such as presentations and information tables</p> <p>Assist in promotion and marketing of study abroad programs</p> <p>Manage study abroad social media platforms</p> <p>Manage study abroad data and application process in Terra Dotta</p> <p>Provide support for the advising process</p> <p>Assist the Study Abroad staff in ongoing projects related to reaching new audiences for study abroad and policy development</p> <p>Assist with travel seminar planning and group communication</p> <p>Attend and assist in running study abroad events such as spring and fall semester orientations, Global Studies Convocation, and collaborations with other offices</p> <p>Support campus service and vocation initiatives</p>
Qualifications
<ul style="list-style-type: none"> – Eligible candidates must be accepted into a student affairs, higher education, international education or related graduate degree program – Self-motivated and able to work independently and also within a team – Strong interpersonal and intercultural communication skills – Strong organizational skills and ability to balance multiple projects and responsibilities <p>Experience desired in:</p>

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– Overseas study and/or experience living abroad	
Application process & requirements	
– Contact Name: Kelly Matthias	
– Address: 1282 Concordia Ave. St. Paul, MN 55104 (Meyer Hall 115)	
– Phone: 651-641-8236	
– Email: matthias@csp.edu	
– Materials Needed: Cover letter, Resume	
Participating At Visit Day:	<input type="checkbox"/> yes <input checked="" type="checkbox"/> no
Will Schedule Interviews on Campus for another date:	<input checked="" type="checkbox"/> yes <input type="checkbox"/> no