

PITT STUDY ABROAD INTERNSHIP PROGRAM

Outreach Intern

The Study Abroad Office is seeking an outreach intern for the 2018-2019 academic year. The Pitt Study Abroad internship program is a year-long opportunity for students who are interested in sharing their international experience with peers, learning about study abroad as an industry, gaining general professional experience in the workplace, and assisting in executing a marketing plan. As a year-long intern, students have the opportunity to engage in meaningful, ongoing projects, build last connections with Study Abroad staff, and experience the entire study abroad process from an administrative standpoint.

Required Qualifications:

- Previous study abroad experience
- 3.0 QPA or higher
- Juniors and Seniors in any academic major
- University of Pittsburgh, Oakland student
- Ability to devote 10 hours weekly

Credit and Compensation

Fall Term: The intern will select a faculty member to serve as an academic advisor for her/his internship and will complete a project to be agreed upon between the student and advisor. The intern will earn between 1 and 3 credits for the first semester of the internship.

Spring Term: The intern will receive a \$2,000 scholarship, to be credited to his/her bill in PittPay for the spring term.

Responsibilities

Interns are vital members of the Study Abroad team and contribute largely to the daily operations of the office. The responsibilities of each intern are, in order of importance;

1. Peer Advising

Interns will work directly with students to help them achieve their study abroad goals by sharing personal experiences, explaining our different program options and aiding them throughout the application process.

2. Contribute to daily office operations

Interns will be key members of the team and provide the Resource Area Manager with assistance in ensuring high-quality customer services to all our constituents, including students, families, faculty, and other staff. Responsibility will include answering the phone, working the front desk, and receiving and accurately processing documents.

3. Outreach and Marketing

The Outreach Intern will be an integral member of the Study Abroad Office marketing team and will work closely with the Senior Program Manager to execute on-campus and in-person aspects of the Office's marketing plan. The Outreach Intern will be the student face of the Study Abroad Office and should have enthusiasm for study abroad.

Possible events and projects for the Outreach Intern may include:

- Classroom visits to promote study abroad in general, as well as specific programs
- Tabling outside of the Union, in Towers Lobby, and other locations on campus to raise awareness of study abroad
- Visiting student organization meetings and residence hall floors
- Leading various workshops throughout the year

Timeframe and hours:

- This year long internship will begin on August 22, 2018 and continue through April 19, 2019
- Orientation will be held during the week of August 22
- Interns will not be required to work on University breaks/holidays (e.g. Labor Day, Fall Break, Winter Recess) or during finals week

Workshops

A unique component to the Study Abroad Office Internship Program is the various workshops that will be held throughout the term. These workshops will give you the opportunity to meet and talk with the Directors of the Study Abroad Office and learn about study abroad as an industry. Examples of possible topics for workshops include:

- Peer Advising
- How to Build a Program
- Crisis Management
- Career Development