

# PITT STUDY ABROAD INTERNSHIP PROGRAM

## Events Intern

The Study Abroad Office is seeking an event 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 gaining event planning and management experience. As a year-long intern, students have the opportunity to engage in meaningful, ongoing projects, build lasting 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. Event Planning and Assistance**

The Event Intern will be responsible for assisting the Resource Area Coordinator, Senior Program Manager, and the Study Abroad Office team in the successful planning, marketing, and execution of key events throughout the year.

Possible events and projects for the Events Intern may include:

- Organizing the Pre-Departure Bash, an information session and social event for future study abroad students
- The Study Abroad Fair, an opportunity for students to explore the hundreds of programs available at Pitt
- International Week, a week-long celebration of all things international at Pitt

## **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