Liaison Internship

Position Overview

This position serves as a liaison for Global Engagement Services Office to help strengthen connections among various intercultural programs on campus. The Global Engagement Intern will be responsible for engaging in and streamlining communication between existing groups and programs in order to enhance cohesion across campus.

This position provides the opportunity to enhance individual skills in interpersonal communication, networking, community building, and student programming. The Liaison Internship will also strengthen skills in customer service, organizational and presentation skills.

Essential Job Functions

- Establish and maintain communications with the International Student Association, Residence Life, UM Advocates, Global Leadership Initiative, and other programs as assigned
- Regularly attend meetings for International Student Association, Intercultural Living and Learning Community (Residence Life), and other student groups
- Serve as a resource and point of contact for the Speaker’s Bureau Coordinator
- Plan and implement streamlined communication protocols
- Create forms and maintain databases to aid in reporting
- Exercise discretion and handle confidential matters as needed
- Maintain a regular schedule working at the front desk of the Global Engagement Services Office

Benefits

- Develop skills in a professional work environment
- Learn to interact effectively with people from around the world by using knowledge of international matters and cross-cultural communication
- Enhance leadership, teamwork, customer service, and communication skills
- Have the opportunity to work with individuals around the campus, including faculty, staff, and students
- Experience an exciting, challenging, and rewarding job in a fast paced, cross-cultural setting
- Gain concrete experience to put on your resume
- Earn up to 3 UM credits

Requirements

Candidates for this position must meet the following:

- Be a UM student currently enrolled in an undergraduate/graduate degree program at UM, and be in good academic and judicial standing
- Must be available to work at least 5-10 hours a week. Evening and/or weekend hours will be
required to attend necessary meetings

• Have a high level of written and oral communication skills
• Be detail oriented, highly organized and resourceful

Additional Desirable Attributes and Background

• Desire to work with international students and an office engaged in the global community on campus and in the greater Missoula
• Experience working on projects both independently and as part of a team
• Experience with other cultures and intercultural situations

• Patience for helping students clarify their own needs, best interests, capacities, and resources

Application Instructions

Preference in hiring will be given to students who are able to commit to the position for the entire semester. All new hires must complete the mandatory training program. All positions will be open until filled and are for up to three credits per semester. We accept applications on a rolling basis.

Apply Today at:
https://umt.co1.qualtrics.com/SE/?SID=SV_eha0KxMqFtCFczj