Programming Coordinator Internship

Position Overview

This position assists the Global Engagement Services Office in creating a more inclusive campus community through the development and implementation of dynamic campus programming. The Programming Coordinator will be responsible for coordination of the Global Partners Program and assisting in other programs organized through International Students and Scholars, as well as being part of the team of Student Assistants in Global Engagement (SAGE) providing services to all international students and scholars at UM. This position provides the opportunity to enhance individual skills in interpersonal communication, customer service, advertising, public relations, organization, public speaking, and writing.

Essential Job Functions

- Promote the Global Partners Program on an ongoing basis. Assist, plan, and implement Global Partners orientation session and events.
- Help plan and implement international student fieldtrips and special events.
- Maintain a regular schedule working at the front desk of the Global Engagement Services Office.
- Work on other projects as assigned.

Benefits

- Develop skills in a professional work environment.
- Enhance leadership, teamwork, customer service, and communication skills.
- Learn to use the knowledge of international matters and cross-cultural communication.
- 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 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 approximately 10 hours a week, including 5 hours in the ISS office, with the remainder used for program development and activities. Occasional evening and/or weekend hours are required.
• 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 engagement in the global community.
• 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 have previous experience in the Global Partners Program. All new hires must complete the mandatory training program. All positions will be open until filled.