Special Projects & Initiatives Internship

Position Overview

This position assists the Global Engagement Services Office in completing special projects that are critical to the success of our developing office structure. The Special Projects & Initiatives Intern will be responsible for implementing large projects which may include the development of an online module for international students, aid in the development of the annual International Festival, work with International House Managers to develop organizational systems for the house, create an online request for the Speaker’s Bureau Program and/or other projects and programs that provide vital support to the office. This position provides the opportunity to enhance individual skills in interpersonal communication, customer service, database systems, organizational and writing skills.

Essential Job Functions

- Interactive effectively with people from around the world by using knowledge of international matters and cross-cultural communication.
- Plan, implement and complete special projects and initiatives as designated.
- Exercise discretion and handle confidential matters as needed
- File, organize and prepare university documents and records
- Maintain a regular schedule working at the front desk of the Global Engagement Services Office.

Benefits

- Develop skills in a professional work environment.
- 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. Occasional evening and/or weekend hours may be 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 are able to commit to the position for the entire Fall 2017 term. All new hires must complete the mandatory training program. All positions will be open until filled.