

The Education Abroad **INTERNSHIP**



Internship Overview

The Office of Education Abroad offers 8-12 internship positions for the 2016-2017 academic year. This is a paraprofessional internship opportunity for outstanding, passionate UA students who have academically-focused international experience. The Education Abroad Internship program seeks to provide students with a professional development opportunity with focus on each intern's core areas of talent and interest. Customized learning objectives and responsibilities will be developed on an individual basis as it relates to the overall office vision and the student's goals.

The vision of Education Abroad is to foster inquisitive, compassionate and engaged global citizen through transformative international experiences as a commitment to the intellectual and social advancement of The University of Alabama.



Overview

I. General Duties and Responsibilities:

- ***Attend the Intern Training, scheduled for Friday & Saturday, August 5 – 6, 2016.**
- Serve as a representative for Education Abroad, sharing your international experience with prospective/current students, parents, and UA faculty/staff.
- Assist Education Abroad with events throughout the academic year including but not limited to the Study Abroad Fair, Get on Board Day, and University Days.
- Develop an individual learning plan and responsibilities with your EA internship advisor. This plan will dictate your weekly responsibilities and should work towards the enhancement of the office as well your personal and professional development.
- Hold regular office hours in the Education Abroad office, as determined in the beginning of the semester.
- Assist the office of Education Abroad with outreach initiatives (i.e. events, class visits, social media)
- Contribute ideas, feedback, and suggestions from the student perspective.
- Attend monthly/weekly intern meetings.

**Note: Students who cannot attend the intern training will not be considered for the position.*

II. Benefits:

- Two \$250 scholarships, one awarded at the end of each semester (Dec 2016 and May 2017), upon successful completion of assigned duties and responsibilities.
- Opportunity to make friends and share and reflect on experiences with study abroad alumni and prospective students.
- Professional work experience and development opportunities (i.e. Lessons from Abroad Annual Re-Entry Conference).
- Scholarship assistance for future study abroad experiences.

III. *Sample projects include, but are not limited to:

- Public relations and promotion
 - Promote education abroad opportunities to campus
 - Build partnerships with faculty/staff
- Scholarship coordination
 - Assist students in finding/applying for external scholarships
 - Manage scholarship databases
 - Promote scholarship opportunities for education abroad
- E-Newsletter development and story writing
- Internship coordination (for internships abroad)
 - Promote internship opportunities abroad
 - Interview students regarding their experience and placement
 - Manage internship database
- Global Scholar (research visa requirements, state department updates, etc.)
 - Collect country-specific information (i.e. health/safety, culture, visa requirements)
 - Present on country or region-specific options
- Social Media
 - Create a year-long social media plan
 - Maintenance



Overview (continued)

- Exchange programming
 - Assist EA process and acclimate incoming exchange students
 - Work with incoming students to promote their home university at UA
 - Assist outgoing exchange students
 - Promote UA's exchange partners
- Online application and software assistance
 - Maintain accurate information
 - Program audits
 - Report creation
- Pre-Departure & Parent Programming
 - Develop useful resources for students and parents regarding study abroad

Projected Timeline

March 21 - Application Deadline

March 30 -April 1- Conduct Interviews

April 4 - Notify Applicants

August 5/6 - Intern Training

August 8-12 - Exchange Student Orientation (for incoming international students)



Studying Abroad was the greatest experience of my life. The friends and memories I made, places I visited, and things I learned will define who I am for the rest of my life. Returning stateside after time abroad becomes a game of how you are going to let you study abroad experience continue to resonate in your daily life. Becoming an Intern with Education Abroad allowed me to share my experience and help other students make the life changing decision to study abroad.

–Trevor C., England

Interning for the Office of Education Abroad this year has not only helped me hold on to the memories of my study abroad experience but also learn how to talk about what I've learned and how I've grown while abroad and since coming home. I get to share my story and help students find their own adventure through our office. This internship has been an amazing opportunity, and I'm so happy to be participating!

– Erin C., Chile



Over the past few months the internship has given me the opportunity to meet many new people and find a niche with other study abroad alum. Coming back from my time abroad, I was not able to share my experience and maintain excitement about my trip inside. Through the Education Abroad Internship, I have been able to share my experience and excitement for studying abroad with so many people!

– Connor C., Spain



Education Abroad Internship Application Form

Instructions:

Please submit your completed application (in PDF format) to educationabroad@ua.edu by 8:00am (CST) on Monday, March 21, 2016. Additionally, a faculty/staff member must submit a letter of recommendation by 8:00am (CST) on Monday, March 21, 2016 to 135 B.B. Comer or to educationabroad@ua.edu. Complete applications must contain the following items:

1. Application Form
2. Attached Essay Responses
3. Letter of Recommendation
4. Fall 2016 Course Schedule (we understand this is subject to change)

Please contact Heath Thompson – hmthompson@ua.edu – if you have any questions.

Application:

Name:

CWID:

Phone Number:

Crimson Email:

Academic Level/Classification:

College:

Major(s):

Minor(s):

Anticipated Graduation Date:

- I. International Experience: *(Please share the programs and terms for all study abroad programs or academically focused international experiences and any personal travel experience.)*



- II. Weekly Availability* for Fall 2016:
**In addition, please attach the weekly view of your course schedule.*
- III. Please list all jobs, clubs, student organizations and honor societies in which you are **currently involved** and indicate how many hours you commit to each activity weekly.
- IV. Essay Questions: Please provide a short answer to the following questions in a separate document (200 word maximum for each question).
1. Why are you interested in becoming an Education Abroad (EA) Intern?
 2. What unique skills and attributes would you bring to the EA team? Please relate this to your professional development and post-graduation goals.
 3. How have your international experiences affected your worldview?
 4. What was the highlight of your time abroad?
 5. What do you see as a barrier for students who wish to study abroad? Be creative and explain a possible solution to that barrier.
 6. Give two creative examples of ways EA could more effectively reach the UA student body as we market our programs.

