This position is within the International Internship Program (IIP), which is housed in the International Division, and identifies, cultivates and promotes international internships. IIP develops opportunities for undergraduates from all schools and colleges and works closely with students and organizations around the world. IIP works with campus study abroad offices as well as career services units. See http://internships.international.wisc.edu for more information.

Requirements:

- UW-Madison enrolled graduate student
- Experience studying, interning, volunteering, conducting research, and/or working abroad
- Evidence of strong organizational skills, attention to detail and an ability to deal with multiple tasks simultaneously
- Demonstrated skills in communication and problem solving
- Ability to work independently with minimal supervision, but as part of a close, small team
- Strong and demonstrated commitment to international and/or experiential learning
- A sense of humor and compassion with a professional demeanor
- Preference for experience with communications and/or data/website management

Diversity and inclusion are primary values for IIP and are integral to achieving our strategic goals. We seek candidates with an awareness of and commitment to the principles of diversity and inclusion across all spectrums.

Duties

- Assist with our Oracle database/admin site, editing internship listings and updating student and organization information
- Answer general emails to IIP to respond to student inquiries
- Hold student advising appointments to help exploring and accepted students
- Review internship applications and provide feedback; assist in coordinating review
- Manage acceptance and enrollment process for students seeking credit for internships
- Assist with orientation planning and execution for outgoing interns
- Staff and prepare for events and fairs to promote IIP (may include occasional evening hours)
- Assist with communications for the office including newsletters, social media (Twitter, Facebook, Instagram) and WordPress website updates
- Other duties and special projects as assigned, which may include alumni research, assessment, or cultivating new internship opportunities with employers, depending on language and regional expertise

$16/hour

~15-20 hours/week, in Bascom Hall and some remote possible.

Starting in late August or September 2022 ideally through summer 2023.

Please submit a resume & cover letter to internships@international.wisc.edu by May 23 for preferred consideration. Include your anticipated fall work availability in the cover letter, as well as any language skills or regional experience and communications experience.