

**10 hours/week**

**International Student and Scholar Services Internship Outcomes:**

- Gain exposure to the unique model of the Global Engagement Office, a multi-dimensional centralized resource for intercultural education and international partnerships
- Assist in providing guidance and services to international students
- Coordinate the logistics of programming that promotes cultural awareness on campus
- Receive training on basic immigration procedures and processes from Designated School Official, including basic explanations of SEVIS processing
- Explore a career in student affairs, international education, government/policy work, immigration issues/law, or admissions

**Internship Responsibilities:**

- Assist in monitoring the admissions database (Slate) to review and track the submission of required documents for issuing the initial I-20
- Receive student request forms and draft letters for ISS Coordinator to review and sign (Driver's license, Social Security, Travel letters, I-20 enclosure)
- Prepare materials for advising appointments, workshops, orientation
- Gather and format weekly content for International Student and Scholar Newsletter
- Develop instructional materials for international students that clarify GEO processes and procedures
- Communicate with international students to provide responses to basic questions
- Create and maintain digital and paper files for international students
- Assist in preparation for Immigration Check-In

**Minimum requirements:**

- A demonstrated interest in exploring career opportunities within the field of international education
- Experience living, working/serving, or studying outside one's native culture
- Demonstrated interest in international programming and the desire to work with international students and scholars on a day-to-day basis
- Excellent communication skills, including intercultural sensitivity
- Proficiency in Microsoft Office
- Ability to work independently and to collaborate with staff to see a project through from start to finish
- Attention to detail
- Availability of approximately 2 hours each weekday

***Application Due Date: March 26th***

Email the following to Jennifer Beck at [jlbeck@samford.edu](mailto:jlbeck@samford.edu):

- Completed application (below)
- Resume

## **GEO ISS Internship Application**

Name:

Email:

Year:

SUID:

Major:

Minor:

Address:

Phone:

*Answer the following questions in one paragraph:*

*What interests you the most about the International Student and Scholar (ISS) Intern position?*

*Describe your previous international involvement (living, working, or traveling outside the US; cross-cultural interactions, etc.).*

*Describe a time when you had to complete a project on your own. What challenges did you face and how did you work through them to finish the project?*

*Drawing from your experiences, how do you demonstrate cultural sensitivity when interacting with people from different cultures?*