

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
- Gain logistical skills through planning and coordinating events
- Strengthen professional and cross-cultural communication skills
- Become knowledgeable about basic immigration procedures and processes, including SEVIS registration
- Gain experience applicable to a future job in student affairs, international education, admissions, or the political/legal realm

Internship Responsibilities:

- Monitor the admissions database, Slate, to review and track the submission of required documents from international students to issue them their initial I-20 per government guidelines
- Create the Global Engagement Office newsletter each week with immigration information and campus announcements
- Prepare materials for advising appointments, workshops, and orientations
- Develop instructional materials for international students that explain GEO processes and procedures of the Global Engagement Office
- Communicate with international students to provide responses to basic questions and assist them with tasks related to maintaining their student-visa status
- Perform all tasks with eagerness and diligence and see them to completion

Minimum Requirements:

- A demonstrated interest in exploring career opportunities within the field of international education
- Have experiences that have developed cultural awareness/appreciation
- An interest in serving international students and scholars
- Attention to detail
- Able to collaborate with staff and take ownership of projects and tasks
- Excellent communication skills, including cross-cultural and professional communication skills
- Proficient in Microsoft Office applications and Adobe
- Available to work in the GEO 2 hrs per day for a total of 10 hrs per week

Application Due Date: October 28th

Email the following to Jennifer Beck at 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?