Global Education Outreach Intern
Fall 2018

The Global Education Office (GEO) will hire an Outreach Intern for the Fall 2018 semester, with the possibility of renewing through Spring 2019. The Outreach Intern plays an essential role in the office by liaising with various partners across campus to promote study away with a mature, honest, and enthusiastic voice. The Outreach Intern will receive training and guidance so they can:

- Liaise with the resource centers, student organizations, and academic departments
- Plan and implement student events that promote study away and the exploration of social identities within new contexts. (Events may be, but are not limited to, student and/or faculty panels, information sessions, guest speakers, film screening.)
- Manage room reservations and work closely with the Global Education Social Media/Communications Intern to promote GEO events.
- Develop resources for underrepresented groups in study away (e.g. students of color, science majors, athletes)
- Assist with other administrative tasks, as needed.

Applicants must have the following qualifications:

- Previous study abroad experience for a semester or year and an ability to articulate the experience with maturity and honesty
- Previous experience collaborating with one or more of the following centers on campus: Multicultural Resource Center (MRC), Queer Resource Center (QRC), and/or the Women’s and Gender Center (WGC).
- Insight into the personal and academic rewards and challenges of living and studying in a foreign country
- Experience and enjoyment in planning social events, a sense of humor, and appreciation for trying new things!

The position is for 5-8 hours per week and pays $12/hour. It is for one semester, with the possibility to renew for a second semester. Please email your cover letter and resume to Amanda Wright (awright@amherst.edu) no later than 11:59pm on Friday, July 10. In your cover letter, please address why you wish to work with GEO, what skills make you qualified for the job, and what ideas you have for promoting study away at Amherst.

Contact Amanda Wright (awright@amherst.edu) with questions.