

## ***Study Abroad Project Intern Spring 2018***

The Office of Study Abroad Office seeks proposals for 1-3 student-designed projects that will promote study abroad at the college – students might propose to develop a resource, plan an event, or work with a department. Ideally, we are seeking projects related to STEM departments, Athletics, and Visual/Performing Arts, but we welcome any and all suggestions! (A couple projects that were successful in the past were the [Spring 2017 Worlds of Music Evening](#) and the [Women and Gender Resources](#) page on the study abroad website.) Students whose projects are selected will be hired to plan and implement their project during the Spring 2018 semester. Interns will receive training and guidance from staff in the Study Abroad Office so they can:

- Promote study abroad with a mature, honest, and enthusiastic voice
- Liaise with the appropriate contacts on campus (e.g. academic departments, resource centers, and student organizations)
- Target underrepresented groups in study abroad (e.g. students of color, science majors)

*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
- Insight into the personal and academic rewards and challenges of living and studying in a foreign country
- Experience and enjoyment in planning and implementing a large project, a sense of humor, and appreciation for trying new things!

*Responsibilities:*

- Work approximately 10-20 hours over the course of a 2-4-week period during the semester.
- Participate in training to learn about resources available to prospective students and administrative procedures for completing job tasks. (Additional training provided as needed.)
- Maintain regular communication with the Study Abroad Office to provide updates on your project.
- Coordinate with the resource centers (MRC, QRC, and WGC), student organizations, and/or academic departments, as necessary, to plan and implement your project.
- Manage room reservations and communications about Study Abroad Office events.

The position pays \$12/hour and is for 2-4 weeks of planning and implementation (10-20 hours total). **Please submit a cover letter and resume in Quest no later than 11:59pm on Monday, January 15.** In your cover letter, please address why you want to be an intern, what skills make you qualified for the job, and propose at least one project idea and include a brief planning timeline.

Contact Amanda Wright ([awright@amherst.edu](mailto:awright@amherst.edu)) with questions.