



UNIVERSITY of
DENVER

INTERNATIONALIZATION

Office of International Education
2200 S Josephine St.
Denver, CO 80208-8600, USA
303.871.4912
Fax 303.871.4910
www.du.edu/intl/abroad

Position: Study Abroad Advisor Intern 2017-18 Academic Year

Overview:

The Office of International Education provides support for the University of Denver's (DU) efforts to internationalize the curriculum and the campus. At DU, students and scholars from overseas are part of our community, and all of our faculty and students are encouraged to study, research, and offer service in a global context. The University of Denver has distinguished itself as the No. 3 doctorate institution in the nation for undergraduates who study abroad, with almost 70% percent participation from undergraduates in study abroad programs.

The Study Abroad Intern is a part-time, unpaid internship position in the Office of International Education for an academic year. The purpose of the position is to offer practical study abroad advising experience as well as to familiarize the intern with the field of international education.

Responsibilities:

- Meet with potential study abroad students individually to assess appropriate program placement with regard to academic, professional, personal, and financial goals for study abroad;
- Conduct informational sessions and presentations;
- Advise students, faculty, staff and parents on Office of International Education administrative policies and procedures as related to study abroad;
- Research best practices in international education;
- Coordinate study abroad outreach events;
- Complete administrative duties and special projects, as needed.

Qualifications:

- Enrolled in a graduate program related to education and/or international/intercultural studies, preferred;
- Must receive academic credit toward graduate degree;
- Experience living, studying or working outside of the United States;
- Ability to work 12 to 20 hours per week during regular office hours (8:00 am to 4:30 pm, Monday through Friday).
- Comfortable with public speaking;
- Strong written communication skills;
- Ability to work as an effective team member;
- Experience using MS Office Suite;
- Academic year commitment (August-May), strongly preferred.

Personal Development:

The intern will gain practical advising experience by working with undergraduate students in the context

of a university education abroad office. In addition, the intern will develop a general understanding of trends and best practices as it relates to the field of international education.

Supervision:

The intern will report directly to the Director in the Office of International Education.

Compensation:

This is an unpaid internship position. Applicants must be receiving academic credit toward a post-graduate degree to be eligible.

To Apply:

To be considered, please submit the completed one page application (another attachment), your resume (CV) and a cover letter to denise.cope@du.edu Priority given to applications received by May 1, 2017. Position is open until filled.

If you have questions about this position, please send an email to: denise.cope@du.edu .

The University of Denver is committed to enhancing the diversity of its faculty and staff and encourages applications from women, minorities, members of the LGBT community, people with disabilities and veterans.



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Study Abroad Advisor Internship Application

Name: _____ Date: _____

Degree: _____

Expected graduation date: _____

Your home Institution: _____

Please answer the questions below and submit along with resume and cover letter. All applications should be sent to levi.lindsey@du.edu.

Please describe your future career goals (you may use additional paper if needed):

How long can you commit to the internship?

- ☐ 13 weeks (training + fall quarter) ☐ 6-months ☐ 9-months (academic year)

Will you receive academic credit for this internship?

- ☐ Yes ☐ No

