

EDUCATIONAL SERVICES INTERNS AND VOLUNTEERS

Overview

The Institute of International Education (IIE) is seeking interns and volunteers for the IIE West Coast Center. The position will provide an excellent learning opportunity for anyone interested in international education, policy, program management and non-profit organizations. An internship or volunteer experience with IIE will provide a unique "behind the scenes" look at the operations of an international organization. Past IIE interns and volunteers have gone on to work with organizations involved in study abroad, English language training, international student programs and other related areas.

Position

The **Educational Services Intern or Volunteer** will assist the Educational Services staff with the administration of the Foreign Fulbright Graduate Student Program. Duties will include data entry, student file maintenance, and mailings. The position may include general administration tasks such as answering phones and greeting visitors, as well as advising students seeking information on international study, funding, and work and volunteer placements. The intern or volunteer will have the opportunity to learn about international student services issues, the J-1 Exchange Visitor visa and grant administration procedures. During the spring, the intern or volunteer will assist in planning and preparing for the annual Fulbright Seminar. We are flexible and will try to assign projects and tasks in the areas of interest to interns and volunteers.

Educational Services Interns and Volunteers usually work between 15-35 hours a week (2-5 days) in the IIE office, at agreed upon times. Although the position is unpaid, a small stipend may be available to partially cover the cost of local transportation.

Candidates

The ideal intern or volunteer candidate is a student or recent graduate who possesses excellent communication skills and has an interest in a career in international education. Preference is given to individuals with study or living experience abroad, and with demonstrated interest in international issues. The candidate should be well-organized, punctual, dependable, flexible, and detail-oriented. Excellent computer skills are required. Computer and general training will be provided on an ongoing basis as needed.

- **Interns** – Undergraduate or graduate students may volunteer as "interns" as long as they are fulfilling an academic requirement or receive academic credit.
- **Volunteer** – Student and non-students not receiving credit may also volunteer.

Application

Please email a resume and cover letter to **Garnet Shelly**, Director of Administration, at gshelly@iie.org.