



## **Job Description – Intern**

**Reports to:** Communications Manager

**Location:** Washington, D.C.

**Start Date:** March 2012

### **About the Alliance:**

The Alliance for Global Education is a not-for-profit partnership of the College of Global Studies at Arcadia University and the Institute for Study Abroad, Butler University. The Alliance was formed with the vision of opening study abroad destinations in Asia to an ever-growing and more diverse U.S. undergraduate population. Both partner institutions are pioneers in the field of study abroad and have been providing academically rigorous and culturally enriching study abroad programs for over 40 years.

The Alliance provides stimulating, interdisciplinary study abroad programs in China and India that maintain the high academic standards, strong student services, and careful health and safety measures of our partner institutions. Our core mission is to develop and promote innovative programs in vibrant, dynamic Asian countries that are of ever-increasing scholarly, political, and economic interest.

### **Position Summary:**

- The intern will be based in Washington, D.C. and will be responsible for assisting with the administration and development of the Alliance's study abroad programs in China and India, as well as supporting various outreach and media initiatives and the smooth operation of Alliance headquarters.
- This is a paid internship. The intern is expected to work at the Alliance headquarters at least three days per week for the remainder of the spring semester and increase to five days per week throughout the summer. Preference will be given to students with greater availability.

### **Duties and Responsibilities:**

- Assist Operations Manager with the administration of Alliance headquarters
- Assist Communications Manager in planning and organizing conferences, events, and committee meetings, and hosting visitors to headquarters. This includes including arranging meals and transportation, reserving rooms, and managing invitation lists (e.g., CLTA, NAFSA, and Forum).
- Assist Program Officer in drafting, sending, and compiling web-based program evaluations
- Assist Program Officer with formatting of syllabi and uploading to website
- Assist various program staff with projects related to Alliance programs in China and India

- Assist Communications Manager with media and outreach projects
  - Web maintenance (including content, continuity, organization, and technical features)
  - Social networking and maintenance of Facebook page
  - Creating and updating promotional materials for the Alliance, including but not limited to brochures, Power Point presentations, and program briefs
  - Annual mailing to faculty and study abroad advisors
- Maintain and update Alliance advisor and faculty contact information
- Maintain and update database of interested students including a weekly cross check of database, removing students that transition from interested to application and following up via Facebook updates
- Maintain Alliance databases at Arcadia through collaboration with Arcadia Operations team
- Review university websites to ensure the Alliance is represented where approved
- Prepare visa invitation letters for overseas staff when necessary
- Keep Master List of Approved Schools up to date
- Proactively stay on top of new and innovative ideas for web presence and outreach
- Oversee small but important projects, such as staff business cards and alumni tracking
- Update Chinese language certificates and distribute to China Program Manager
- Assist Executive Director with various other projects as assigned

**Requirements:**

- Enrollment in a four-year college or university at the undergraduate or graduate level
- Strong initiative to help identify areas for improvement in operations and outreach
- Superior organization, time management, and motivation
- Experience or interest in the fields of study abroad and/or international education
- Interest in or familiarity with China, India, and/or other Asian countries
- Demonstrated ability to work well independently and as part of a team
- Flexibility toward evolving responsibilities
- Experience with HTML, Adobe Creative Suite, and social media preferred

**To Apply:**

- Applicants should submit a cover letter and résumé to [jobs@allianceglobaled.org](mailto:jobs@allianceglobaled.org). Please include “Application for Alliance Internship” in the title and elaborate on your availability.