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

Overview:
The Office of International Education provides support for the University of Denver's 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 Study Abroad Intern is a part-time, unpaid internship position in the Office of International Education. The purpose of the position is to offer practical undergraduate study abroad advising experience for those interested in a career in international education.

Responsibilities:
- Serve as a general study abroad advisor for educational opportunities abroad;
- Meet with potential study abroad students individually to assess appropriate program placement with regard to academic, professional, personal, and financial goals for study abroad;
- Advise students, faculty, staff and parents on Office of International Education administrative policies and procedures as related to study abroad;
- Communicate with students while abroad, as needed;
- 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 studies;
- Must receive academic credit toward graduate degree;
- Experience living, studying or working outside of the United States for a minimum of 10 weeks;
- 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.

Personal Development:
The intern will gain practical advising experience by working with undergraduate students in the context of a university education abroad office.

Supervision:
The intern will report directly with a Study Abroad Program Manager at the Office of International Education.

Compensation:
This is an unpaid internship position. Applicant must be receiving academic credit toward post-graduate degree to be eligible.

To be considered, please submit complete one page application, your resume (CV) and a cover letter to levi.lindsey@du.edu. Position is open until filled.

If you have questions about this position, please send an email to: levi.lindsey@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 LBGT community, people with disabilities and veterans.