UC San Diego International Students & Programs Office (ISPO)
San Diego State University Graduate Internship/Assistantship Position Description
2014-15 Academic Year

POSITION INFORMATION

JOB TITLE ISPO Graduate Intern
DEPARTMENT International Students & Programs Office (ISPO)
SUPERVISOR International Triton Transition Program Coordinator

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DEPARTMENT DESCRIPTION

The International Students & Programs Office (ISPO) offers a wide array of services and programs for international students and their dependents at UC San Diego in an effort to support their legal stay in the USA and help them achieve their personal, academic, and professional goals.

In addition, ISPO provides a variety of high-quality programs and cross-cultural activities designed to successfully integrate international students at UC San Diego and provide the UC San Diego community with the experiences that foster the development of international knowledge, skills, and sensitivities.

EDUCATIONAL OBJECTIVES

Reporting directly to the Coordinator of the International Triton Transition Program (ITTP) within the International Students & Programs Office (ISPO), this is a position that will offer an opportunity for the ideal candidate to obtain valuable hands-on experience in the field of international education and program planning and implementation. The ISPO Graduate Intern will play a key role in assisting with many aspects of ISPO’s wide variety of programming initiatives, with particular emphasis on the International Triton Transition Program. The role allows for in-depth exposure to program planning, data analysis, program design, marketing, and logistics coordination. The ISPO Graduate Intern will also assist with program volunteer recruitment and supervision.

The ISPO Graduate Intern will meet regularly with the ITTP Coordinator to discuss progress and development, as well as career goals and interests.

DUTIES AND RESPONSIBILITIES

- Reviewing assessment data from the previous years’ ISPO programs and compiling and organizing this information for analysis/programmatic changes.
- Conducting web-based research on other international student programs and using these findings to work with the program coordinators on brainstorming ideas for future programs.
- Coordinating the planning and scheduling of events, activities, presentations, and workshops geared toward successful integration of international freshmen students to UC San Diego and the local community.
- Assisting with marketing and outreach initiatives, particularly for the International Triton Transition Program (ITTP). Responsibilities include working with ISPO Social/Digital Media Assistants to update Facebook and other social media pages; designing flyers and brochures, and updating website.
- Creating and maintaining detailed applicant database to log and track important participant information for the ITTP.
- Liaising with applicants and newly-admitted ITTP participants via email and phone to answer queries and relay important program information.
- Scheduling and assisting with pre-arrival ITTP webinars.
- Providing any logistical and administrative support to the ITTP Coordinator and International Students & Programs Services Team when needed.
REQUIREMENTS

Overall, this position requires a mature individual capable of respecting international student privacy, being very reliable in keeping up with work demands, and an excellent communicator poised to offer quality information and advice with clarity. To be considered for this position, the candidate must:

- Communicate concepts clearly both verbally and in writing.
- Demonstrate strong organizational and time management skills.
- Have experience with event planning, logistics, management, marketing, and public relations.
- Demonstrate ability to work independently with little supervision, as well as in a team environment. Demonstrate ability to work well with students and staff of diverse backgrounds.
- Be detail-oriented and show good follow-through with tasks and projects.
- Demonstrate strong familiarity with Microsoft Office programs, particularly Excel and PowerPoint. Preferred experience with online shared resources (i.e., Google Calendar, Documents).

BENEFITS

- Experience in the growing field of international education and student affairs programming.
- Professional mentoring relationships with student affairs staff.
- Opportunity for personal growth and professional development.
- Experience in evaluating assessment data and determining areas for program development.
- Experience supervising student volunteer staff.
- Developing a familiarity with student affairs and administration at a large, public university.
- Rewards of making a positive impact on international students’ college experience in the United States.