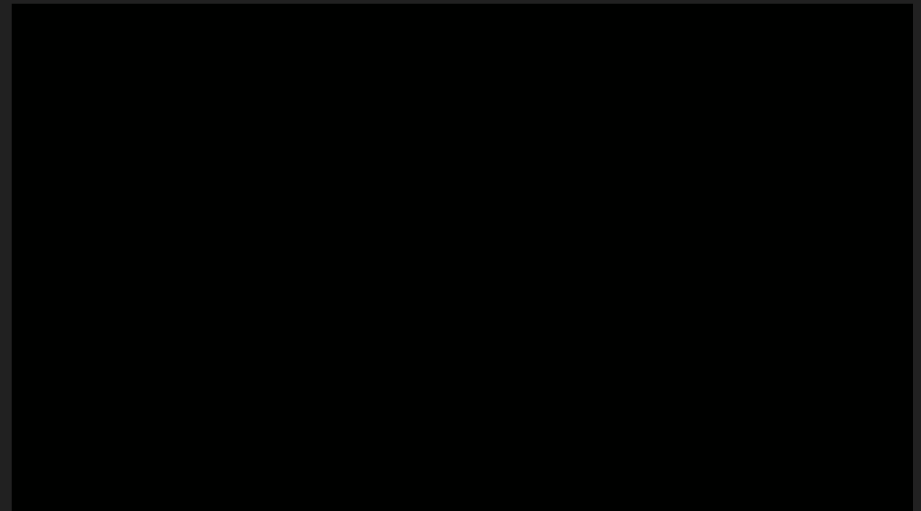


Breaking Into the Field: Int'l Education Internships

Brought to you by Jaclyn Overall (Georgia Tech) and Sonya Henry (Georgia State)

Fresh Faces in IE

- Jaclyn Overall
- Education Abroad Coordinator
- Georgia Tech
- Interned May 2012-May 2013
- Graduated GT 2011 International Affairs and Spanish



Fresh Faces in IE

- Sonya Henry

- IUGB Project Coordinator, Georgia State Univ.
- Bachelors from GSU (Psychology & French)
- Taught English Abroad 2009-2010
- SAP Intern June 2011-May 2012
- Earned Master's while working FT

Barriers and Beginnings

- Small group Discussion
 - Introductions—Name, School/Organization, and Position
 - How did you get started in International Education. How did you get to where you are?
 - Discuss any challenges you faced entering the field.
 - What are the non-negotiable requirements to building a career in this field?

Barriers and Beginnings

Barriers

Lack of Awareness

Low Salary for Entry-Level

Few Entry-Level Positions

Requirements

International Experience

Undergrad Degree

Second Language Skills (preferred)

Related Experience or Masters

Getting that Foot in the Door

Int'l Student Advisor
Mercer Univ.

A bachelor's degree from an accredited college/university and at least 2 years of related experience, to include academic advising and administrative office experience, are required. Prior experience advising international students is desirable. Preference will also be given to candidates who are already approved in SEVIS. The successful candidate will be proficient in the use of computer databases to maintain student records. The ability to multi-task as well as having strong written and oral communication skills is essential. Lastly, the successful candidate will have the knowledge of, or willingness to learn about, U.S. immigration regulations for international students. Candidate must possess valid driver's license and be insurable by the University carrier as this position requires some travel.

Minimum Qualifications

Bachelor's degree; one year professional experience in international education; experience living, working or studying abroad;

Preferred Qualifications

An undergraduate degree in an international or intercultural field; Master's degree in Student Affairs or a related field; ability to communicate in a foreign language; 2 years' experience working in international education in a university setting; familiarity with the Middle East and/or Africa; familiarity with Studio Abroad software

Education Abroad Advisor
Northern Arizona University

Program Coordinator at UT Austin

Required qualifications

Demonstration in application materials and interview of the following competencies, typically acquired through a **Bachelors degree and five years of relevant experience** or a Masters degree and three years of relevant experience: Effective problem solving skills and good decision quality; results-oriented; strong organizational abilities; the ability to manage multiple priorities and effectively prioritize; a customer focus which includes students, faculty, staff and external partners; composure in stressful situations; and strong interpersonal and communication skills. Significant experience living, studying, or working abroad. Experience working with diverse groups and with college students or similar populations. Experience developing or managing programs or projects. Professional demeanor. Equivalent combination of relevant education and experience may be substituted as appropriate. Equivalent combination of relevant education and experience may be substituted as appropriate.

Case Study A: GT Intl Ed Internship

Model

- Monday to Friday 8am – 5pm
- 1 year beginning in May
- Full time, hourly, with benefits

Requirements

- Intl Experience
- Interest and passion in IE
- Knowledge of GT
- Patience, consistency, ability to be firm, attention to detail
- Keep it together when things get crazy

Responsibilities

- Man the desk – “first line of defense”
- Schedule appointments and events
- Manage general email account
- Office Operations
- Manage tuition waivers
- EA Applications
- Distribute immigration docs

“Hiring an intern allows us to help develop the field by bringing in people who we hope will love the field and want to grow and contribute long term to international education.”

– Amy Henry,
Executive Director
of International
Education

Case Study A: Challenges

For the Office For the Intern



☐ Loss of talent every year



Coverage Struggles



How much is too much?



☐ Taxing – Wear and Tear



Overwhelming: People and Information



Constant Interruptions

Case Study A: Benefits



For the Office For the Intern

☐ Ability to Control Turnover

☐ Recruit past students at an ideal time of year

☐ Develop pool of candidates

☐ Gain widespread knowledge

☐ Given good responsibilities

☐ Pay and Benefits

Case Study B: GSU Study Abroad Internship

Model

- M-F 8:30am – 5:15pm
- 1 yr., starts in July
- Full time, hourly, with NO benefits
- *30 hours/wk beginning 2014

Requirements

- Undergrad Degree
- Study Abroad/Int'l Exp.
- Strong Public Speaker
- IE Interest & Enthusiasm
- Connect to Diversity
- Good Organization & Customer Service Skills
- Event planning and technical skills

Responsibilities

- Conduct daily info sessions
- Develop marketing materials
- Co-coordinate office events
- Assist with scholarship processes
- Maintain SA resource library
- Represent office at campus events
- Special projects

Case Study B: Challenges

For the Office For the Intern



Productivity/Workload



Learning Curve



Limited permanent jobs



Workload



Turnover & Training



Limited space for creativity

Case Study B: Benefits



For the Office For the Intern

■ Fresh/relatable energy

■ Affordable & Efficient

■ Office Stability

■ Gain knowledge of IE

■ Develop marketable skills

■ Networking & Exposure

■ Career Stepping Stone

Closing Thoughts

1. Does your office offer similar opportunities for new professionals in the field?
2. Could an internship be a good fit in your office?
3. How can we help others launch careers in International Education?



Thanks for Attending!