

Position Description

The Education Abroad Office invites applications for the position of Global Seminar Intern. The Global Seminar Intern works with the Global Seminar team to complete marketing and outreach tasks, as well as a range of special projects and day-to-day office tasks. Such tasks include creating and posting flyers on campus, providing content for our social media pages, delivering marketing materials across campus, compiling program materials, and other clerical duties.

Responsibilities

- Develop and distribute print & electronic marketing materials, and assist with other marketing initiatives such as posting flyers;
- Assist EA with its social media content, posts & maintenance;
- Clerical and/or administrative duties, including data collection and creating reports;
- Assist with website maintenance;
- Promptly communicate with EA staff and its partners (including CU Boulder faculty) while ensuring excellent customer service;
- Work on other projects as determined by the skill set of the intern and the needs of the office.

Qualifications

Applicants must:

1. Have completed an approved CU Boulder education abroad program;
2. Be current University of Colorado Boulder students and maintain student status during the term of employment;
3. Be available to work 10-20 hours per week (hours will vary depending on the time of year) for the full term of employment.

Preferred Qualifications:

1. *Have participated in a faculty-led Global Seminar program abroad;*
2. *Ability to commit to a nine-month position (March-December), with the possibility to extend through Spring 2021;*
3. Demonstrated interpersonal communication skills;
4. Experience with Adobe Photoshop or other graphic design program;
5. Familiarity with internet-based applications;
6. High proficiency in Microsoft Office (including Word and Excel), as well as social media, (particularly Instagram & Facebook);
7. Demonstrated attention to detail and ability to multitask;
8. Strong written communication skills;
9. Demonstrated flexibility & adaptability to last-minute requests or schedule changes;
10. Excellent time management & organizational skills;
11. Enthusiasm for the development of new skills and knowledge
12. Demonstrated initiative and interest in the field of international education

Compensation & Benefits

As a Global Seminar Intern, you will:

- Develop or improve transferable professional skills in an office, including:
 - Interpersonal communication
 - Computer skills
 - Customer service
 - Print and electronic advertising
 - Strategic marketing skills

- Train in specialized office software, used widely in the field of international education;
- Work with professionals who are passionate about their field;
- Gain valuable experience in the field of education abroad.

Compensation: This position is paid hourly; pay is allocated bi-weekly. Compensation is awarded for all hours worked, including training, possible evening & weekend work, and all mandatory meetings. The pay rate is \$12.00 per hour.

To Apply

[Click here to access the Global Seminar Intern application.](#) The deadline to complete this application is **Wednesday, February 19, 2020.**

Contact

Questions concerning the Global Seminar Intern position and the application process may be directed to Stephanie Pund at Stephanie.Pund@colorado.edu.