

# Office of International Programs & Services



The Office of International Programs & Services is seeking motivated students to join our office team. **Targeted majors are Anthropology, Business, Communications, Government and Political Affairs, International Studies and Sociology, yet others may apply!** Internship opportunities are typically offered fall, spring, and summer terms and provides the opportunity to earn 3 academic credits, if interested, while working in the office an average of 15 hours per week.

## **Job Description:**

Interns assist with study abroad and international student projects and tasks related to the different phases of the student experience either studying abroad or as an international student.

Interns handle items such as applications, paperwork processing, orientations, data, and arranging meetings. Interns coordinate special events and excursions; complete other administrative tasks such as greeting guests and answering phones to address questions and other needs; assist international scholars and guests as needed, complete other special projects as assigned related to interns' skill sets and interests.

Interns with experience or an interest relating to the following also have the opportunity to develop and update important promotional materials and programs related to study abroad and international student support. Examples are to manage the office's social media presence and marketing campaigns, assist in the development of the electronic Office of International Programs & Services Gazette newsletter, and manage/publish a bi-weekly blog targeting international students.

Interns also promote office initiatives by attending events and assist in recruiting future interns.

## **Qualifications:**

Must be highly organized, possess ability to multi-task and to complete projects with attention to accuracy, along with having strong verbal and written communication and interpersonal skills. Proficiency with Word and Excel are required. Previous international experience is a plus but not required.

Academic credit is available. For more information, see the Office of Experiential Learning and Career Management in the Bedford House.

## **Testimonials:**

*"Being an intern in the Office of International Programs & Services has been an incredibly empowering experience for me. I have been able to work with some amazing mentors that have given me the confidence to not only study abroad but also to take control and make sound, intelligent, professional decisions."*

Rachel Witmer –International Studies Major/Spanish Minor



*"I was very pleased with my internship at the Office of International Programs & Services. Every person working in the office was respectful, honest, and more than willing to help me learn. I felt very comfortable in asking for help, even from my peers who were also interning or volunteering. In the past I would have never pictured myself working in an environment that was surrounded by such culture, but this internship enabled me to learn about things that I never thought possible. Most importantly, I put to use every skill that I have learned as a communication major, especially from my public relations classes."*

Rachel Wengert – Communication Major/Psychology Minor

*"Working at the Office of International Programs & Services was the perfect internship to prepare for my job. This job has made me very grateful for my time at the Office of International Programs & Services, as it really prepared me and made it easy to adjust to working! My supervisors have been very impressed with what I had done before this and how prepared I was."*

Stephanie Witkowski – International Studies Major

## Intern with the Office of International Programs & Services

Earn credit while learning about world cultures and making global connections with your peers from around the world. Apply skills you have learned in the classroom in a real world setting without leaving campus and gain the international experience many employers are looking for!!!!

Our office is the international center for campus managing study abroad experiences, international student and scholar support, and the English Language Institute. As an intern, you will be an ambassador for Millersville University, build expertise in the international education field and obtain administrative experience.

At MU's Office of International Programs & Services, you will work in a dynamic, fast paced and multi-cultural office setting. You will be assigned your own projects and responsibilities and at the same time be a part of an experienced team that builds and manages Millersville University's internationalization initiatives.

Jump start your international career right here at Millersville University!

**Deadline for resume and cover letter submission  
to apply for Spring 2019:**

**Thursday, November 1<sup>st</sup>**

**If interested in academic credit - Documents must be submitted through MU's Office of  
Experiential Learning & Career Management in the Bedford House.**

**If you are not interested in academic credit – email documents to [International@millersville.edu](mailto:International@millersville.edu)**