
INTERNATIONAL EXCHANGES AND EDUCATION DEPARTMENT
INTERNATIONAL EXCHANGES AND EDUCATION INTERNSHIP DESCRIPTION

- INTERNSHIP TITLE:** International Exchanges and Education Intern
- HOURS PER WEEK:** 8-10 (Needs to be a minimum of 4 hour blocks of time over a period of one full day or 2 half days during the week)
- DURATION:** Intern needs to be available for minimum of 3 months, as program requirements require a dedicated intern, and who is able to work independently.

DESCRIPTION:

International Exchanges and Education Interns work with the department to enlighten learners of all ages about global events, cultural competency/sensitivity, refugee health, and how Western New York serves as a diverse hub in the U.S.

SKILL REQUIREMENTS:

- Ability to work independently and with a small team
- Able to do moderate amount of internet research
- Basic familiarity with Microsoft Suite (Office, PowerPoint, Outlook, Excel)
- Able to work with people from diverse backgrounds and a sensitivity to working with refugees and other vulnerable populations
- Must demonstrate creativity and ability to think outside the box

Work will be overseen by the International Exchanges and Education team.

GENERAL RESPONSIBILITIES AND POTENTIAL TASKS:

- Assist in developing meaningful programs for children by providing internet research and/or assisting with events that are conducted in schools, summer camps and after school programs.
- Put together/review materials for cultural competency training.
- Draft trivia questions for the Academic WorldQuest and Community World Trivia Competitions.
- Assist with Model UN assembly including place cards, name tags, registration lists, program folders. Interns may also be asked to serve as a judge.
- Assist with registration and outreach for Great Decision, and 8-week discussion series that focuses on topics of international concern.

- Assist in drafting proposals for the International Visitor Leadership Program, and preparing materials for selected programs.

APPLICATION REQUIREMENTS:

- Complete the online Internship Application
- Meet with the Volunteer Coordinator
- Meet with the Department Director, May Shogan
- Provide an updated professional resume
- Attend an orientation session
- Undergo a background check