

The UW-La Crosse Student Affairs Administration (SAA) graduate program and the University of Dubuque are collaborating to offer this unique graduate internship opportunity. This graduate student intern will be enrolled in the SAA online graduate program while engaging in the responsibilities described below. Applicants will need to be offered an admission interview for the SAA graduate program in order to interview for this intern position. Please check the [SAA website](#) for more information.

The International Studies Office at the University of Dubuque is responsible for international student services and study abroad on the UD campus. The University has over 160 international students currently in graduate, undergraduate, and seminary programs. Approximately 150 students annually study abroad, through faculty-led, short term study/travel programs as well as semester programs. The university also has cooperative agreements with five study abroad program providers and two exchange programs. The International Studies Office has one fulltime professional staff and several student (work/study) positions.

Job Description:

The International Studies Graduate Intern will work in the International Studies Office at the University of Dubuque, reporting to the Director of International Student Services and Study Abroad. The intern will provide support in the areas of international student advising, international studies programming, and study abroad advising and promotion. Hours are flexible based on agreement between the Director and the Intern. The internship is budgeted \$11,000 payable monthly, September through May, for the academic year. On-campus housing in the international student housing area may be available at no charge if desired. The intern will have an office in the Student Engagement Suite of the Heritage Center.

In collaboration with the Director, the Intern will have the opportunity to work in the following areas:

1. International student orientation week. This includes assisting with event planning as well as working directly with arriving students.
2. Program planning and execution for international students throughout the semester, focusing on innovation within the constraints of a limited budget.
3. Study abroad promotion and advising.
4. Update of website and social media for the International Studies Office.
5. Other duties mutually agreed on by the Director and the Intern, including supervision of student employees.
6. Opportunity for collaboration and cooperation with other departments within Student Life and the Student Engagement team as well as across the campus.
7. The Intern will also have the opportunity to design and implement programs according to his/her own interests and may have the opportunity to access international student advising tools if there is an interest to do so.

Two of our previous UW/LaCrosse SAA interns secured full time jobs in their fields before graduation; the diverse experiences they encountered at UD certainly complimented their own skills in accomplishing this!

To be considered for this position, please submit a cover letter and resume via e-mail to:

Phyllis Garfield

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