

Global Education Office (GEO) Intern Job Description

Primary Responsibilities:

Promotion

Talk with students about global education opportunities
Create tour publicity and websites
Assist with and attend Information Fairs and Global Education-related special events
Conduct presentations in classes, living units, and student organization meetings

Advising

Answer basic questions regarding Global Education programs, requirements, events, etc.
Assist students with application process
Assist Director and Advisor with Pre-Departure Orientations

Public Relations

Create and distribute Global Education advertising on campus
Assist with updating Global Education webpage, AU Portal, and Social Media
Coordinate office programs (ex. International Photography Contest, Global Ed Fair, Café Lontano)

Office Management

Maintain databases and statistics reports
Maintain student and program files
Provide office support

Other duties as assigned

Learning Objectives:

Experience the daily operations of the Global Education Office
Develop computer skills including web page development and Microsoft Office 2010
Enhance public speaking skills through classroom and group presentations
Work independently and as a member of a team in order to complete projects
Understand the global education opportunities available to Ashland students
Improve communication and organization skills

Qualifications:

1. Full-time undergraduate student at Ashland University
2. Minimum GPA of 2.5 and good academic/judicial standing
3. Ability to work during office hours of 8:00-5:00 (some evenings and/or weekends)
4. Exemplary computer and organizational skills
5. Ability to handle multiple projects simultaneously and efficiently
6. Prior study abroad participation preferred
7. Capable of working alone or with others

Compensation: \$7.85 per hour – minimum wage (5 - 10 hours per week)

**ASHLAND UNIVERSITY GLOBAL EDUCATION OFFICE
STUDENT EMPLOYMENT APPLICATION**

*Please Print Clearly or Type. Return this application to the Global Education Office (7th floor Library) by **March 1st**. Interviews will be conducted in **March**. Thank you for your interest!*

Please note: you must have Federal Work Study to apply for the GE Intern position.

Contact Information

Name _____

Home Address _____ Cell Phone _____

E-mail _____ AU ID# _____

Academic Information

Current Classification (*circle one*): FR SO JR SR GR

Academic Major(s): _____

Cumulative GPA _____ Anticipated Graduation Date _____

Study Abroad Experience: _____

Commitments for Fall/Spring Semesters

Estimated # of Credit Hours for Fall 2013 _____

Please list extracurricular activities (i.e. scholarly affiliations, member of campus organization(s), any leadership position(s) you plan to hold, internships, student teaching, etc.

PLEASE ATTACH YOUR CURRENT RESUME

References

List the name and campus extension of two references amongst the AU faculty, staff, and/or administration.
One of the references must be your faculty advisor or a faculty member from your major.

1. Name _____ Dept. _____ AU Phone # _____

2. Name _____ Dept. _____ AU Phone # _____

My signature grants permission to the Global Education Office to verify my academic and judicial standing, and to contact the references I have listed above.

Signature

Date