International Education Intern

Forbes includes U of G Among Canada’s Best Employers

Professional and Managerial Group

International Education Intern

Centre for International Programs

Temporary full-time from January 2, 2019 to December 24, 2020

Hiring #: 2018-0596

Please read the Application Instructions [1] before applying

The University of Guelph’s Centre for International Programs (CIP) is seen as a leader and purveyor of best practices in International Education in Canada. While many new professionals are eager to enter the field of international education (which includes study abroad, international experiential learning, internationalization at home and receiving international exchange students) there is little formal training available within Canada. With this in mind, CIP has created a prestigious internship aimed at increasing the pool of trained talent in the field of international education. This position is designed for a recent university graduate who is interested in pursuing a career in international education. Normally, incumbents will only be allowed to hold the internship once. While the incumbent will receive a salary, compensation will also include on-going intensive professional development, training and research supervision. Through the process of orientation, job shadowing, monthly professional development training sessions, and exposure to all aspects of running an international office, the incumbent will gain the skills and experience necessary to use this position as a springboard to a career in international education. In addition, the intern will pursue a research project on a topic of interest in international education. Throughout the internship, mentorship, training and guidance will be provided by the Education Abroad Advisors, Study Abroad Manager and the Director and International Liaison Officer.

Through the mentorship and training program the incumbent will gain on-the-job experience supervising student volunteers; advising students interested in studying abroad; promoting and advertising study abroad opportunities with an aim to increase student participation; organizing and delivering information sessions on study abroad; enhancing the Centre’s social media presence through Facebook, Twitter, SnapChat, Instagram and other social media platforms; coordinating the organization and management of the reception desk and the CIP website. The successful intern will choose a research topic of mutual interest to themselves and CIP and be supervised and mentored in order to develop research data and conclusions which inform practice in the CIP office and in the general field of international education.

Requirements for this position include: The successful applicant will be a recent graduate in a field with relevance to international education such as international relations, international development, languages, cultural studies, etc. with some personal study abroad experience and a demonstrated interest in furthering a career in international education. Superior interpersonal skills, including a demonstrated interest in intercultural skills; an interest in a research topic related to international education; demonstrated leadership potential; strong written and verbal communications skills; good numeracy skills; an understanding of the use social media in a work setting; interest in personal development and growth; excellent presentation and promotion skills and creativity; organized; flexible, team-oriented; the ability to work under pressure and to exercise tact and diplomacy.

Classification               P01
Professional/Managerial Salary Bands [2]

Normal Hiring Range: $45,714 - $ 51,809 (75%-85% of the midpoint of P01)

At the University of Guelph, fostering a culture of inclusion [3] is an institutional imperative. The University
invites and encourages applications from all qualified individuals, including from groups that are traditionally underrepresented in employment, who may contribute to further diversification of our Institution.

Posting Date: 2018 12 03
Closing Date: 2018 12 10

Source URL: https://www.uoguelph.ca/hr/careers-guelph/current-opportunities/international-education-intern

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