



**Pomona College
Office of Study Abroad
Graduate Internship**

Description of Internship Location

Pomona College is a private, liberal arts college located in Claremont, California. The College has approximately 1,675 students and offers 48 majors in the arts, humanities, natural sciences and social sciences, as well as interdisciplinary studies. The Office of Study Abroad (OSA) advises, prepares, and supports students at all stages of the study abroad process. Pomona College offers 61 programs in 34 countries across a range of subject areas and geographic regions.

Duties

The OSA at Pomona College seeks a graduate intern to work 30+ hours per week in order to assist with administrative support for the office. The internship position offers a graduate student an opportunity to gain valuable experience in the fields of communications and international education.

The primary project of the internship will be to assist with the coordination of the Office of Study Abroad's communications, social media, and student outreach.

Depending on office needs and the intern's skills and interests, projects may include:

- Design, produce, and edit promotional, informational, and program materials.
- Coordinate the OSA's social media and web presence.
- Collect student stories to feature on the OSA blog.
- Coordinate an annual publication of stories and photos from students abroad.
- Maintain the study abroad library and resources.
- Assist with the administrative duties of the application process.
- Other communications and event projects in conjunction with the OSA staff.
- Other duties as assigned.

To assist with the tasks, the intern will be expected to:

- Learn about the various study abroad programs, policies, and procedures in order to help answer student inquiries.
- Participate in office meetings and other relevant campus trainings.

Desired Qualifications

- Study abroad, significant intercultural experiences such as international living experience, or intercultural U.S. experience.
- Excellent organizational and time management skills.
- Effective, accurate, and clear communication with excellent verbal, written, interpersonal, reading, and phone skills.
- Ability to follow all written and verbal instructions, asking questions as needed for clarification of projects, tasks, duties, and assignments.
- Attention to detail and good at multi-tasking.

- Ability to work independently and in teams.
- Computer proficiency and knowledge of basic Microsoft Office software.
- The intern must be a current graduate student making progress towards a Master's degree during the period of the internship to be eligible.

Preferred Dates and Expected Time Commitment

The internship dates will be August 15 to December 15 2018 and from January 15 to May 15 2019. The time commitment will be 30+ hours per week.

Benefits

This is an unpaid internship. Pomona College will provide a \$1,000 monthly living stipend for eight months of full-time service. Subsidized college housing may be available, depending on incoming faculty hires. Pomona College will provide funding for the intern to attend one conference, professional workshop, or training related to the intern's duties and course of study, with prior approval.

Application Instructions

To apply, please send to Lindsey Kogasaka a cover letter, résumé, dates of availability, a short writing sample, and a list of three professional and/or academic references by May 30. Please see contact information below. Applications will be considered on a rolling basis, and the internship will remain open until filled.

Lindsey Kogasaka, Ph.D.
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Claremont, CA 91711

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<http://www.pomona.edu/administration/study-abroad/>

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