Job: International Studies Major Communications Intern

Pay: $9.50 per hour
Posted: 04/05/2018
Deadline: 04/23/2018

Number of Positions: 1

Employer: International Studies Major/ IRIS/ The International Division
Unit: The International Division
Location: 331 Ingraham Hall

Contact Information:
Name: Molly Donnellan
Email Address: molly.donnellan@wisc.edu
Address: 332 Ingraham Hall
Primary Phone: 608-262-8431

Hours:
8-10 hours per week.

Employment Dates: This position is for the Fall 2018 semester with the possibility of extension into the Spring 2019 semester dependent on funding and availability. The job will start the week before Fall semester begins. Training will begin in Spring 2018. If you are currently abroad, training will be held via Skype.

Responsibilities will include the following:
Work with the International Studies Major (ISM) and IRIS to provide friendly, professional, and timely office support that includes but is not limited to the following tasks.

- Greet guests and provide front desk support for ISM including answering student queries and directing those seeking advising.
- Assist the ISM Advisor in publicizing programs and arranging logistics.
- Maintain the ISM website (Wordpress), including writing blog posts, updating event information and newsletters, and creating alumni profiles.
• Advertise campus events to the IS Major via social media postings.
• Grow and develop the ISM social media presence.
• Participate in ISM outreach activities (e.g., Majors Fair).
• Maintain alumni database and connections.
• Research and interview ISM alumni and write profiles.
• Interview UW-Madison career and internship support services and write stories of interest to current students. Communicate the benefits of the International Studies Major to current and prospective students.
• Maintain Mail Chimp database.
• Research specific international topics and write topical reports.
• Assist the ISM Advisor with maintaining course lists.
• Assist the ISM Advisor with event planning and publicity; include flyer design.
• Support IRIS programming and reporting as needed.
• General clerical duties.
• Other duties as assigned.

The successful candidate will:
• Be able to manage multiple projects simultaneously.
• Possess attention to detail and strong organizational skills essential.
• Have strong communication skills; including intercultural skills.
• Have strong written communication skills.
• Be committed to confidentiality with regard to student records
• Have experience and comfort with Microsoft Office software
• Be familiar with the Wordpress platform
• Be familiar with Facebook and other social media platforms
• Be friendly, timely, able to learn, and interesting in helping with new tasks

Preferred Qualifications:
• Declared International Studies Major in good academic standing.

Academic success is our priority; students must have a 2.5 GPA or higher to apply.

Application Process:
Email a cover letter, resume, and contact information for three references as ONE PDF to molly.donnellan@wisc.edu.

The application deadline is 4/23/2018

If you are currently studying abroad, we are happy to schedule a skype interview.

UW Madison is an equal opportunity employer.