

FACULTY SUPPORT INTERN

REPORTS TO:

Manager of Academics and Internships

DESCRIPTION:

The Faculty Support Intern assists the Manager of Academics and Internships and the Associate Dean with preparation and support of Faculty in Residence and Faculty Directors.

DUTIES:

- Create helpful materials for faculty in residence for each IP program, focusing on expectations for their role and for life in that program
 - Partner with IP Staff who manage the faculty visa process to create visa manuals
 - Research housing, opportunities for spouses, schooling for children, activities for families, etc. to create Faculty in Residence manuals
- Assist Director with faculty in residence orientation dinner
- Communicate regularly with faculty in residence to provide support in the preparation process and deliver questions to appropriate IP staff
- Special projects as assigned

QUALIFICATIONS:

- Self-driven
- Ability to manage large projects over time
- Creative thinking skills
- Knowledge of Google software (Google Drive, Google Docs, Google Sheets, Google Forms)