

GLOBAL LEARNING WEEK INTERN

REPORTS TO:

IP Malibu Office Director

DESCRIPTION:

Provide assistance to the IP Director on a variety of special projects including Global Learning Week. Special projects include research for new initiatives, administrative tasks and other projects as assigned. This role coordinates the Global Learning Week Program. When not fulfilling special projects for the Director, this student role will support general office duties as assigned including providing customer service at the front desk. Assists with IP Orientations and other IP events as needed. Must attend all staff meetings.

Provide assistance to the IP Director in planning and coordinating Global Learning Week. Global Learning Week promotes global citizenry and highlights the diversity on campus through a week of events hosted by the IP Office in partnership with other clubs and organizations. This role involves forging relationships with groups and individuals, using creativity to come up with engaging events, and maintaining a high level organization.

DUTIES:

- Global Learning Week (GLW) Coordination
 - Examples include:
 - Co-creating theme
 - Oversee GLW marketing
 - Creating task timelines and events
 - Setting up meetings with various campus entities
- Research
 - Examples include:
 - Research new insurance policies
 - Research effectiveness of various study abroad models
- Best practice research and benchmark against peer/aspirational colleges and universities
- Assist in general office operations (like a general student employee)
 - Examples include:
 - Answer phones and emails
 - Answer general questions from students and parents
 - Help at orientation and the Return
 - Assist other employees in the office
 - Filing
- Position works 8-15 hours per week. 10 hours per week on average.