

PREPARATIONS INTERN

REPORTS TO:

Assistant Director of Admissions

DESCRIPTION:

The Preparations Intern supports the Assistant Director for Admissions and Preparations with all processes related to student preparation. This includes processing all student vital documents, including passports, visas, health forms, and flight itineraries. He or she will handle crucial and highly confidential data and will assist with office correspondence and record keeping. The intern will learn about the preparation process for students studying abroad and receive training on Google Sheets and Forms and Pepperdine's PeopleSoft application system. They will also assist with any special projects around the office.

The Preparations Intern must show strong attention to detail, respect student privacy and remain focused when completing repetitive tasks. This intern must be either a junior or senior with study abroad experience. This internship requires federal or Pepperdine work study. Preferably, the intern will work five to ten hours a week.

DUTIES:

- Process all student vital documents
- Maintain office/student records
- Assist with student correspondence
- Assist with passport and visa photos
- Plan a Passport Fair event for November 2020 to assist students renewing passports or obtaining one for the first time
- Special projects as assigned by the Assistant Director of Admissions

QUALIFICATIONS:

- Strong focus in the midst of repetitive tasks
- Attention to detail
- Comfort with data processing
- Respect for confidentiality