

## **VISAS INTERN**

### **REPORTS TO:**

Manager of Academics and Internships

### **DESCRIPTION:**

The Visas intern assists the Manager of Academics and Internships with processes related to securing student and faculty visas.

### **DUTIES:**

- Assist with creation and review of visa workshop slides and materials
- Attend visa workshops to provide assistance
- Review and correct visa material submissions
- Special projects as assigned

### **QUALIFICATIONS:**

- Strong attention to detail
- Respect for confidentiality
- Knowledge of Google software (Google Drive, Google Docs, Google Sheets, Google Forms)