

GLOBAL FELLOWS INTERN

REPORTS TO:

IP Executive Director

DESCRIPTION:

International Programs is looking for a Pepperdine Global Fellow to serve as campus ambassador for the Global Fellows Program. This intern works closely with members of the Seaver College community to promote, develop, and improve the Global Fellows experience for Pepperdine students.

Assists with IP Orientations and other IP events as needed. Must attend all staff meetings.

DUTIES:

- Recruit Global Fellows applicants through class presentations, social media, and digital and print marketing initiatives
- Assist in the creation and distribution of program materials, forms, and general correspondence
- Craft and implement a communication and outreach plan including newsletters, activity calendars, and updates
- Assist with designing, implementing, and assessing co-curricular activities that help Global Fellows identify their personal, spiritual, professional, and academic goals
- Position works 8-15 hours per week.

QUALIFICATIONS:

- You must be a member of the Global Fellows Program
- You must be in good standing with the program and not be on disciplinary or academic probation.
- You must be a good public speaker and communicator, able to speak with students, parents, faculty, staff, and other constituents.

- Most of all, you must be a collaborative leader who is enthusiastic about the Global Fellows Program and able to share your experiences with prospective PGFs!
- Federal Work study or Pepperdine Work Study candidates are preferred