

GLOBAL LEARNING WEEK INTERN

REPORTS TO:

IP Malibu Office Director

DESCRIPTION:

Provide assistance to the IP Director on a variety of special projects including, and especially, 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.

Creates, plans, and coordinates 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 with said partners, creating marketing materials including a theme, graphics, social media and on campus presence, and maintaining a high level organization

The goal of Global Learning Week is to equip community members to see the complexity and challenges of an interconnected world locally and globally, and to experience the global community we have at Pepperdine. We do this at a time that also helps promote the International Programs Deadline in the Spring Semester. You can expect to accomplish this through diligent planning, extensive research, and having fun with it.

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 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.

PREFERENCES:

- Study abroad experience preferred
- Having work study (Pepperdine or Federal) is highly preferred