

## UK ESC Program Intern Job Description

### Job Summary

The UK London and Edinburgh Study Centers provide academic and student welfare support and offer exciting cultural event programs to University of California Education Abroad Program students participating in academic exchange programs throughout the UK and Ireland. The Program Intern provides support to the Study Center in the areas of student activities, office administration and marketing. The intern will also complete an internship project involving research and analysis on a topic relating to study abroad. Considerable organizational and communication skills required as well as a sound ability to work independently and as a strong team member.

### Key Responsibilities

% of time	Essential Function (Yes/No)	Key Responsibilities
		<b>Under close supervision of higher level professional:</b>
55%		<u><b>Administrative:</b></u> <ul style="list-style-type: none"> <li>• Updates and evaluates Study Centre social media sites (Facebook, Instagram, Youtube, Wordpress)</li> <li>• Researches, writes and posts regular blog entries on the study centers' website and may assist colleagues at UCEAP in Goleta</li> <li>• Produces short video clips for upload to blogsite or YouTube</li> <li>• Assists in collating marketing and promotional program information, e.g. student spotlights</li> <li>• Provides general office administrative support</li> <li>• Assists with course registration</li> </ul>
40%		<u><b>Student Services &amp; Research</b></u> <ul style="list-style-type: none"> <li>• Helps incoming students adjust to a new social, cultural and academic environment</li> <li>• Assists with planning, implementation, promotion and evaluation of arrival orientations, student culture events and enrichment programs, such as annual Thanksgiving gathering</li> <li>• Assists with the planning, implementation, promotion and evaluation of alumni engagement activities</li> <li>• Assists with promotional talks about the University of California campuses to potential UK and Irish exchange participants</li> <li>• Conducts research and analysis on one or more topics relating to aspects of student welfare services, cultural program provision and/or academic information, which may be in written or filmed format.</li> </ul>
5%		<u><b>Miscellaneous</b></u> <ul style="list-style-type: none"> <li>• Provides mid-term and final report on experience at end of internship period</li> <li>• Undertakes other tasks deemed necessary within position scope to the effective operation of the Study Center.</li> </ul>
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#### **4. Knowledge and Skills**

- Excellent written and verbal communication skills
- Excellent interpersonal skills. Multicultural competencies; ability to develop a positive rapport and work with diverse populations
- Personable, enthusiastic and interested in study abroad programs
- Proven customer service skills
- Demonstrated initiative and proactive approach working both independently and as part of a team
- Familiarity with an office environment and basic administrative functions
- Skill in prioritizing numerous tasks to maintain organization and efficiency in completing work accurately and in a timely manner
- Ability to maintain confidentiality and security of privileged and sensitive information
- Experience with typical office computing and electronic equipment and proficiency with standard applications such as Excel, Word, Adobe, email, etc.
- Experience using variety of social media (blogging, Facebook, Instagram, YouTube)
- Excellent research skills and project planning and execution
- Ability to work occasional evenings and weekends
- Must meet relevant immigration and/or internship requirements and be available to work in the UK for the duration of the contract term.

#### **Desirable**

- Administration experience in a higher education environment
- Prior participation in a UCEAP study abroad program, preferably in the UK
- Knowledge of the structure and organization of US and UK or Irish higher education.
- Experience studying or living abroad as part of degree studies
- Experience planning and presenting at events
- Experience using more advanced IT applications such as Photoshop, Wordpress, Movavi, Adobe suite for short film editing etc.

#### **5. Education and Training**

- Bachelors degree in related area and/or equivalent experience/training

#### **Desirable:**

- Degree from a UK or US University