

**UK & Ireland Program
Intern Job Description**

Job Summary

The UK & Ireland Study Centers in London, Dublin and Edinburgh 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. Based at our London Study Center, the Program Intern provides support to all three Study Centers in the areas of marketing and promotions and on-site assistance to London staff with student activities and office administration. 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	Key Responsibilities
	Under supervision of higher-level professional:
55%	<u>Administrative:</u> <ul style="list-style-type: none"> • Updates and evaluates Study Centre social media sites • Researches, writes and submits regular blog entries to the <i>UCEAP Californian Abroad</i> • Produces short video clips for upload to blogsite or YouTube or student materials • Assists in collating and producing marketing and promotional program materials for e.g. student spotlights, exchange opportunities • Assists with student program administration (e.g. course registration, gathering media consents) • Provides general office administrative support
40%	<u>Student Services & Research</u> <ul style="list-style-type: none"> • Helps incoming students adjust to a new social, cultural and academic environment • Assists with planning, implementation, promotion and evaluation of arrival orientations and student culture events and trips • Assists with the planning, implementation, promotion and evaluation of alumni engagement activities • Assists with promotional talks about the University of California campuses to potential UK and Irish exchange participants • Conducts research and analysis on one or more topics relating to aspects of student services, cultural program provision and/or academic information, which may be in written or filmed format.
5%	<u>Miscellaneous</u> <ul style="list-style-type: none"> • Provides mid-term and final report on experience at end of internship period • Undertakes other tasks deemed necessary within position scope to the effective operation of the Study Center.
100	

4. Knowledge and Skills

- Strong communication skills; professional English writing/speaking skills; skill in obtaining and conveying information clearly and with accuracy
- Excellent interpersonal skills. Multicultural competencies; ability to develop a positive rapport and work with diverse populations
- Previous experience studying abroad as part of degree studies
- 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.
- Proficiency using variety of social media (in particular blogging, Instagram, YouTube)
- Excellent research skills and project planning and execution

Desirable

- Administration experience in a higher education environment
- Familiarity with the structure and organization of higher education systems, particularly those in the US, UK and/or Ireland
- 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

- Bachelor's degree or equivalent

6. Other

- Must be available to work occasional evenings and weekends
- Must meet relevant immigration and internship requirements and be available to complete the full duration of the contract term
- Successful background check is required