International House (I-House) at UCSD is a wonderfully vibrant on-campus community dedicated to the promotion of international awareness and intercultural understanding at UCSD and around the world! All UCSD students, faculty, staff and community friends are welcome to participate in our programs. About 350 people from over 30 countries choose to make I-House their home each year. Residents, approximately half American and half international, include undergraduates from all six colleges and visiting scholars.

The Office Intern is the first point of contact for every student, staff, faculty, and guest and is an integral part of the I-House Office staff. Office Interns provide administrative, event, and programmatic support to sustain I-House’s broad range of university and community events and activities.

SPECIFIC DUTIES:

- Provide front desk support: answering phones, emails request and walk-in questions, providing information about I-House programs and residential applications, as well as the Great Hall and Asante rental facilities
- Proactively and professionally guide clients through event booking process under the supervision of the Events Manager
- Assist Events Manager with Visiting Scholar in Residence Program (VSIRP) duties
- Assist in tracking I-House office operations, programs, and facilities budgets
- Assist with processing receipts for reimbursement and reconciliation
- Procurement of office and facility supplies as needed
- Facility maintenance, including furniture rearrangement, basic cleaning and office organization
- Update, manage, and maintain I-House calendar and website with current information, as needed
- Take a supportive role in publicity and outreach for I-House events to students, faculty, academic departments, student organizations, and other campus units
- Assist the Global Forum program and other I-House programs and student organizations in marketing and promoting their events
- Maintain collaborative relationships and partnerships with university, student, and community (media) entities to promote I-House programs
- Stay informed about I-House events and campus and partner events
- Occasional weekend/evening support for programs and events such as Triton Day, Open House and Study Abroad fairs
- General office and administrative tasks including but not limited to scanning, copying, printing, etc.
- Help develop and execute marketing campaigns for various I-House programs, events, and rentals
- Support for other operations duties and special projects as assigned by the I-House professional staff

QUALIFICATIONS:

- Enjoy working in a multicultural environment dedicated to intercultural awareness and understanding
- Possess strong customer skills in a front desk environment
- Ability to prioritize multiple projects with frequent disruptions (phone calls, visitors, etc.)
- Ability to handle confidential documents and information with professionalism and discretion
- Ability to communicate effectively over the phone and through email correspondence
- Strong problem-solving skills and ability to exercise sound judgment
- Strong computer skills and ability to learn new programs
Office Intern
International House, UC San Diego

Phone: 858-822-1791, Fax: 858-534-0550, Email: ihouseintern@ucsd.edu

- Familiarity with campus resources, academic departments, student organizations to be able to refer visitors to the appropriate resource
- Ability to engage and connect with all levels of university administration, faculty, students and the public
- Make appropriate, responsible, and professional decisions taking into consideration their impact on I-House and its partners

REQUIREMENTS FOR EMPLOYMENT
- Must be a full-time UCSD undergraduate student for the entire academic year
- Available to work flexible hours throughout the academic year (employment during breaks is available)
- Attendance and active participation in training
- Attendance and active participation in weekly staff meeting with I-House staff
- Knowledge of basic office programs such as but not limited to Word, Outlook, Excel, and Publisher
- Knowledge of UC San Diego College Business Office financial procedures is strongly preferred

MANDATORY TRAINING DATES:
- May 11 – June 5, 2015 – 5 hours paid training with current Media & Marketing Intern
- September 22-23, 2015 – International House staff training and teambuilding

COMPENSATION
$9.50/hour. Expected work schedule is 10-12 hours/week

APPLICATION
Email applications to the I-House Director, Henri Migala, at hmigala@ucsd.edu by Sunday, May 3, 2015.

Applications must include:
- Resume
- Cover Letter
- Answers to the following questions (1-2 pages)
  1. Why are you interested in being an Office Intern at International House?
  2. What work or volunteer experience have you had (such as office reception, customer service, etc.) and how have those experiences prepared you for the requirements of this position?
  3. What skills, knowledge, or experience would you like to gain from the Office Intern position? How will this position support your personal and professional development?