The International House Program and Marketing Intern is an integral part of the I-House Office staff, contributing to the I-House mission, developing as a student leader, and providing services and programs around international education. Under supervision of the I-House Program Coordinator, the Program Intern will support the programmatic functions of the I-House Director’s Office for the 2015-2016 academic year.

SPECIFIC DUTIES:

- Lead, plan, and execute the International Education Week (IEW), International Women’s Day (IWD), and International Career Day events organized by International House
- Identify hosts, market, and organize events for Language Conversation Tables every quarter
- Chair committee and recruit residents to participate on the committee for quarterly Sunday Suppers
- Provide marketing and logistic support for Faculty Fellow events each quarter
- Organize, recruit participants in quarterly Slice of America site visits in San Diego
- Work with Media Intern to create marketing materials for I-House programs (flyers, posters, invitations, brochures, promotional videos, etc.)
- Work with Global Forum Fellow to support marketing and other logistics for weekly events
- Assist the Program Coordinator in conducting quarterly assessments of I-House programs
- Represent I-House by tabling or giving presentations at orientations, Programs Abroad Fair, Triton Day, Transfer Admit Day, and more
- Attend weekly Program Intern meetings and Residence Life staff meetings and provide updates
- Serve as liaison to International House student organizations: Model United Nations (MUN), IRC at UCSD, Prospect, and Rotaract International
- Organize collaborative events with Resident Advisors, Programs Abroad Office (PAO) and International Students and Programs Office (ISPO) student leaders
- Draft quarterly reports to evaluate and improve I-House programs
- Supervise, setup, breakdown, and cleanup for events sponsored by the International House Director’s Office
- Support other programmatic duties and special projects as assigned by the I-House Director and Program Coordinator
- Cooperate with and supporting the other Program and Marketing Intern in the fulfillment of these duties

QUALIFICATIONS:

- Interest in working on projects related to marketing, design, and program planning
- Desire to be an active member of I-House community and involved in programs beyond the scope of the position
- Passion for working in a multicultural environment dedicated to intercultural awareness and understanding
- Ability to work collaboratively with students, staff, and faculty across campus
- Ability to follow oral and written instructions and to communicate effectively orally and in writing
- Reliability, punctuality, and initiative; Courtesy, poise, and leadership skills
- Strong computer skills and willingness to learn new programs
- Ability to handle confidential data with professionalism and discretion
REQUIREMENTS FOR EMPLOYMENT

- Must be a full-time UCSD undergraduate student for the entire academic year
- Available to work occasional evening and weekend events
- Attendance and active participation in training (see dates)
- Attendance and active participation in weekly staff meeting with the Program Coordinator
- Attendance and active participation in weekly I-House Programming meetings with the I-House RAs
- Mandatory office hours in the I-House office (at least 10 hours a week)

EXPECTATIONS

International House interns serve as representatives of the I-House office to the residential community and campus at large. All International House student staff are expected to abide by university rules and regulations. Student staff will complete a quarterly self-evaluation and meeting with I-House staff to discuss goals, expectations, and performance.

MANDATORY TRAINING DATES:

- **Late August 2015** – Fall staff training begins. Please be prepared to be moved in and settled by this time. Expect to devote your time fully to training, team building, and community preparation (days, evenings, and weekends) until the end of September.
- **September 2015** – Joint retreat with the Resident Advisors
- **September 2015** – RA Training/I House Director’s Office training/teambuilding

COMPENSATION

Compensation is room and board ($1800 campus dining plan and $1200 Triton Cash) in a shared apartment at the International House. This is a mandatory live-in position. The Programs Intern must live in a ground floor apartment designated by the Residence Life Office. Input into roommate selection may not always be accommodated.

APPLICATION

The International House Program Intern application is part of the Eleanor Roosevelt College (ERC) Resident Advisor selection process. To apply for the I-House Program Intern position, complete the RA application at http://reslifeapp.ucsd.edu.

Email applications to the I-House Program Coordinator, Malou Amparo, at mamparo@ucsd.edu by Friday, June 5, 2015.

Application packet must include:

- Resume
- Cover Letter (about yourself and your background)
- Answers to the following questions:
  - The I-House Program Intern is recognized as a student leader and representative of the I-House and ERC Residence Life offices. How will you balance your responsibilities as the Program Intern with being a resident of I-House?
I-House is a place focused on resident interaction and community building. How would you encourage residents to not only attend programs but also be actively engaged in organizing and planning programs?

Part of the mission of I-House is to promote campus-wide programming and intercultural understanding, not only within I-House but for the entire university. What ideas do you have to involve students beyond the residential community in I-House programs?