Alamo Colleges
District Office of International Programs
Graduate Intern Position - Globalization

The Alamo Colleges seek a graduate intern for assignment in the District Office of International Programs, 201 W. Sheridan, San Antonio, TX 78204. The graduate intern will be assigned approximately 15-19 hours per week during the Fall 2015 semester with the possibility of continuation into Spring 2016.

Primary Responsibilities:

• Assist the Director of the District Office of International Programs in a wide variety of activities related to international education
• Conduct research in areas of workforce development, economic and social development, and other areas related to global issues
• Participate in the development of new grant and program proposals
• Participate in the implementation of new initiatives
• Assist with management of current activities

Secondary Responsibilities:

• Assist with paperwork, record-keeping, documentation, and data collection for all existing and new programs
• Assist with various office and administrative initiatives such as responding to walk-in questions, answering phones, responding to emails, and updating and printing materials
• Organize and maintain relevant resource materials
• Collaborate with other areas as needed

Qualifications:

• Excellent interpersonal, communication, and organizational skills.
• Must be responsible, be able to take initiative and handle multiple tasks simultaneously
• Hard working and eager to learn
• Courteous and friendly

Preferred Qualifications:

• Excellent writing skills
• Ability to communicate in a foreign language
• International experience, either study abroad or living abroad
• Pursuing graduate degree in international studies, international relations, international business, foreign languages, communications or similar areas

Contact: Carol Fimmen
Director International Education, Alamo Colleges
210-485-0076
cfimmen@alamo.edu