Alamo Colleges
District Office of International Programs
Graduate Intern Position - Program Management

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:

• The intern will assist the special projects coordinator with a full range and variety of functions from developing proposals to implementing programs within the Alamo Colleges and the San Antonio Community.
• Assist with a range of community outreach and community contact responsibilities.
• Assist with a range of international and regional communications activities.
• The intern will provide continued support by performing the full range of contracting functions on less complex assignments.

Secondary Responsibilities:

• Assist with paperwork, record-keeping, documentation, and data collection.
• Assist with various office and administrative initiatives such as responding to walk-in questions, answering phones, responding to emails, and updating and printing materials.
• Collaborate with International Programs staff on additional projects as needed.

Qualifications:

The ideal candidate must have excellent interpersonal, communication, and organizational skills. The student must be responsible, be able to take initiative and handle multiple tasks simultaneously, be courteous and friendly, and must have a good sense of humor!

Preferred Qualifications:

• Fluent in Spanish.
• Any combination of the following fields: international studies/affairs; anthropology, sociology; social justice, law; education with multicultural focus, communications and marketing; economics, social entrepreneurship, microfinance.

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