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 study abroad coordinator as new study abroad and exchange programs are developed.
- Assist with development of outgoing student orientations and program initiatives.
- Assist with faculty abroad orientations.
- Assist with the development and execution of study abroad fairs.
- Improve the study abroad resources on the website.

**Secondary Responsibilities:**

- Assist with paperwork, record-keeping, documentation, and data collection for all study abroad 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 the Study Abroad Office resource library.
- Collaborate with Study Abroad Office 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:**
Ability to communicate in a foreign language.
- International experience, either study abroad or living abroad.
- Seeking graduate degree in international studies, international relations, international business, foreign languages, or similar.

**Contact:**
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