1. SUMMARY OF POSITION:

The graduate student intern for Faculty Engagement & Development supports OSA’s academic outreach efforts to increase faculty engagement in the field and profession of education abroad. The intern works closely with the associate director on the development and implementation of a variety of initiatives, including the development of blended learning modules for MSU faculty members. This position leads the day-to-day planning of related events, including event logistics and promotion. Essential duties include planning, coordination, and implementation of: the Learning Abroad Conference (20%), the Faculty Learning Community on Teaching & Learning Abroad (20%), New Faculty Initiatives (20%), the Academic Advancement Network Workshop Series (25%), and the Doctoral Education Abroad Fellowship (15%).

2. COMPENSATION:

Hourly pay, contingent on experience and qualification. Possibility of performance-based raises per semester.

3. EDUCATION LEVEL:

Currently enrolled second-year Master’s or doctoral student at MSU in a field relevant to international education.

4. REQUIRED AND DESIRED QUALIFICATIONS

Required:
- Experience in event planning
- Experience with software, such as Qualtrics, Excel, Publisher etc.
- Initiative and ability to work independently
- Excellent communication and presentation skills, attention to detail, time management skills, and a high degree of professionalism
Desired:

- Currently enrolled second-year Master’s or doctoral student at MSU in a field relevant to international education
- Passion for and engagement with education abroad issues
- Proficiency in languages other than English

5. DEPARTMENT/OFFICE CONTACT PEOPLE:

Dr. Inge Steglitz: steglitz@msu.edu
Alison Kolodzy: kolodzya@msu.edu