

Duties of the Events Planning Interns for the International Center

As part of the Events Planning and Programming cluster for the International Center at WSU your duties may include, but not be limited to, any of the following:

1. Plan and oversee Coffee Hour, which includes preparation and 'day-of' supervision of the program
2. Assist IC, International Students' Council (ISC), and International Programs (IP) staff and students with programming and events planning and represent the International Center on various program/events committees
3. Implement new program ideas to benefit the International Center and its constituents
4. Ensure that all IC sponsored programs/events are in compliance with WSU guidelines, which includes registering necessary events and completing appropriate paperwork
5. Conduct evaluations of specific International Center programs
6. Keep records of program planning and program evaluation
7. Collaborate with Marketing and Communication Interns to properly advertise and promote IC programs and events

In addition to your specific role as an Events Planning Intern you will serve as part of the International Leadership Team within the International Center. This entails:

1. Attending weekly staff and cluster meetings, and contributing ideas, constructive criticism and expertise on projects
2. Participating in one coordinated volunteer activity within the community
3. Participating in the end of the semester project, which emphasizes globalization and global citizenship (if the internship is for credit)
4. Participating in one cultural presentation to the community (if the internship is for credit)
5. Engaging in readings, discussions, and programs focused on international issues and global citizenship (through the International Center and other campus/community entities)
6. General Office duties (answering phones, responding to E-mail, customer/student service, collaborating with fellow interns, student organizations, staff, faculty and community members)

The Events Planning Interns oversee all aspects of events and program planning, including implementation and follow-up of International Center programs. Often times Events Planners serve as the liaison for the International Center with other campus entities. The Events Planners not only maintain current programs, but assist in the development of new program ideas. Participation in campus wide programs is strongly encouraged.