

Duties of the International Program Development (IPD) Interns for the International Center's Friends and Family Program

As part of the International Program Development Cluster of Interns in the International Center at WSU your duties may include, but not be limited to, any of the following:

1. Coordinate and administer the logistics of matching international students with community members
2. Maintain correspondence and records of application materials, e-mails, information requests, etc. related to the Friends and Family Program
3. Coordinate and create Friends and Family Program informational materials (brochures, fliers, resource guides, etc.)
4. Advertise and promote the Friends and Family program on the WSU Campus and within the surrounding community
5. Co-organize and co-facilitate, in collaboration with International Center staff, programming related to the Friends and Family program (i.e. orientation program, appreciation reception, holiday celebrations, etc.)
6. Provide ongoing support to the individuals and families participating in this program
7. Evaluate participant experiences periodically
8. Revise resources and documents related to this program that are displayed on the International Center Website
9. Collaborate with IC interns and staff to successfully market this program

In addition to your specific role as an IPD 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 IPD interns for the Friends and Family Program are responsible for the oversight and continued success of the Friends and Family Program and will be expected to work closely with International Center staff and interns.