

Duties of the International Program Development (IPD) Interns for the International Center's GLOBAL BRIDGE 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 domestic students
2. Maintain correspondence and records of application materials, e-mails, information requests, etc. related to the Campus Friends and Language Partners Programs
3. Coordinate and create GLOBAL BRIDGE Program informational materials (brochures, fliers, resource guides, etc.)
4. Advertise, promote and recruit participants to The GLOBAL BRIDGE Program on the WSU Campus
5. Co-organize and co-facilitate, in collaboration with IC staff, programming related to The GLOBAL BRIDGE Program (i.e. orientation program, appreciation reception, holiday celebrations, etc.)
6. Serve as a liaison between the International Center and International Business Club, as well as other organizations on campus, to grow and effectively market this program
7. Provide ongoing support to the individuals participating in this program
8. Evaluate participant experiences periodically
9. Revise resources and documents related to this program that are displayed on the International Center Website
10. 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 GLOBAL BRIDGE Program are responsible for the oversight and continued success of The GLOBAL BRIDGE Program and will be expected to work closely with International Center staff and International Center interns.