

Duties of the Program Development Assistant (intern) for the International Center's GLOBAL BRIDGE Program

As part of the Core 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 liaison between the International Center and International Business Club 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 on OISS and International Center Websites.
10. Collaborate with IC interns and staff to successfully market this program.

In addition to your specific role as a Program Development Assistant Intern you will serve as part of the International Center Student Leadership Team. This entails:

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

The PDA for The GLOBAL BRIDGE Program is 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.