International Education Career Resources

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Note: The information and resources contained in this handout are for reference only - we do not specifically endorse any of them as we have not vetted them fully. Please make sure to do your research on these resources before committing to them. Also please share with us other resources you find or let us know of corrections that need to be made to the handout for future students.

Sample job “titles” or “positions” in International Education:

- International Student/Scholar Advisor [Immigration Advising/Programming]
- Immigration Paralegal
- Advisor/Assistant Director of International Education/Study Abroad/Education Abroad
- Second Language Education [Teacher, Coordinator, etc]
- International Admissions Counselor or Assistant/Associate Director
- Registrar (especially if job entails course equivalency for study abroad)
- Coordinator for International Student Exchange Programs
- Resident Advisor/Director/Coordinator/Overseas Advisor of an overseas program

(See job listing resources below for more specific job titles)

For additional information on international education careers and job titles, visit http://www.nafsa.org/career_center (Career Resources section)

ListServs, Discussion Forums, and Associations

- **NAFSA: Association of International Educators.** NAFSA is the National/International Association for the Field of International Education. (NAFSA used to stand for National Association of Foreign Student Advisors). There are numerous discussion forums for the knowledge communities in international education. [http://www.nafsa.org/](http://www.nafsa.org/)
- **SECUSS-L.** SECUSSA used to be a section of NAFSA – that stood for Section on US Students Abroad. (the L stands for listerv). [http://listserv.buffalo.edu/cgi-bin/wa?A0=SECUSS-L](http://listserv.buffalo.edu/cgi-bin/wa?A0=SECUSS-L)
- **NCAIE-NC Association of International Educators** (NC association associated with NAFSA) [http://www.ncaie.org/page2.html](http://www.ncaie.org/page2.html)
- **SIETAR-NC.** SIETAR is the Society for International Education, Training, and Research. It has many resources included a yearly national conference. NC has a branch of SIETAR of mostly Triangle based professionals that meet monthly. [www.sietarnc.org](http://www.sietarnc.org)
- **CIEE.** CIEE: The Council on International Educational Exchange is one of the leading U.S. non-governmental international education organizations. CIEE creates and administers programs that allow high school, university students, and educators to study and teach abroad. However CIEE Academic Consortium (AC) [a separate entity from the non-governmental organization] hosts an annual conference for professionals and creates publications for the field of International Education. [http://ciee.org/](http://ciee.org/)
- **The Forum on Education Abroad.** The Forum was created in 2001 to meet the needs of the education abroad profession. [http://www.forumea.org/](http://www.forumea.org/)
- **IIE.** The Institute for International Education is another of the leading independent non-profit organizations in the field of international education.
• The Association of International Education Administrators (AIEA) is the national professional organization for senior-level administrators in international education.
  www.aieaworld.org/

• National Academic Advising Association (NACADA) http://www.nacada.ksu.edu/

• Student Affairs Administrators in Higher Education (NASPA) [International Education Knowledge Community]. http://www.naspa.org/communities/kc/community.cfm?kcid=8
  Note: NASPA stands for National Association of Student Personnel Administrators.

Resources for Job Listings and Networking

• NAFSA job registry: http://jobregistry.nafsa.org/search/browse/
• *SECUSS-L- This is a study abroad based listserv but it has job postings for all areas of International Education. http://www.geocities.com/secussl/
• *NCAIE - NC based jobs: http://www.ncaie.org/page2.html
• Chronicle of Higher Education (Historically this is where most jobs in higher education have been posted). http://chronicle.com/jobs/search.php?today=2
• USA Jobs (The Federal Government’s official job site for federal jobs – including foreign service) http://www.usajobs.gov/
• To get a job with Visiting International Faculty Program (VIF) http://www.vifprogram.com/employment/index.html
  *Note: You must be registered in listserv to receive job openings

Conferences/Trainings

NAFSA – NAFSA has a national conference every May around Memorial Day weekend. The location changes each year. Part of the conference is the job registry where you can make appointments to meet with directors or other administrators who have openings in their offices. There are also pre-conference workshops that provide training on the many aspects of the fields of international education. These workshops are very good for those trying to enter the field or switch between international education sections. There should be a discounted student rate for the conference and also opportunities to volunteer for reduced rate registration fees. Visit www.nafsa.org for more information.

NAFSA is divided into many US regions. The US regions usually hold regional NAFSA conferences in the fall (October – November); locations change year to year. To see which states belong to which regions, visit http://nafsa.org/nafsa_regions.sec and click on the region in which you are interested. That should take you to the webpage for the region and conference information should be listed on the webpage. Regional conferences do not usually have as active of a job registry compared to the national conference but it is a good way to network in the region in which you may be looking for a job. Regional conferences often also have some pre-conference workshops that provide training on the many aspects of the fields of international education. These workshops are very good for those trying to enter the field or switch between international education sections. There should be a discounted student rate for the regional conference and also opportunities to volunteer for reduced rate registration fees. Visit www.nafsa.org for more information. Regional and state associations often have travel grants/scholarships as well.
NCAIE – NCAIE normally holds a fall workshop for training on visa issues (for international student and scholar advisors or those hoping to enter that field). This is a one-day training that is great especially for those with no previous visa knowledge or experience. NCAIE also holds a yearly spring state conference in March. The location changes year to year, so check the webpage for more details on the upcoming conference. NCAIE usually has half-day pre-conference workshops available the day before the conference. These trainings are usually basic for those new to the field or wanting to enter the field. Visit www.ncaie.org for more information. NCAIE usually has travel grants/scholarship opportunities for the conference.

Current Internship Positions in International Education

(The information below is from a Handout from a presentation at the 2007 NAFSA Region 7 Conference titled "Moving Beyond the Coffee Run: Internships in Education Abroad" presented by Brooke Ashley, Stacy Shade, and Brooke Ward)

Public/Private 4-year institutions:

Name: Emory University, Atlanta, GA
Website: http://cipa.emory.edu
Internship: Assistant Study Abroad Advisor, full-time, paid with limited benefits
Availability: June 1 – May 31
Responsibilities: Assist study abroad advisors with maintaining and updating information materials, corresponding with students, processing applications, maintaining databases, and organizing and presenting informational events. Also plays a significant role in advising students about programs in Italy, Australia, and other areas depending on the intern’s areas of knowledge and experience. Other study abroad duties assigned as appropriate. Also serves as approximately one third as receptionist.
Deadline to apply: January for June start date
Contact: Dana Tottenham, Assistant Director, dtotten@emory.edu

Name: Georgia State University, Atlanta, GA
Website: www.gsu.edu/studyabroad
Internship: Full-time, temporary, paid professional internship
Availability: 6 month posting, 40 hours/week, with possible renewal for additional 6 mos.
Responsibilities: Respond to initial student inquiries Conduct Globe-Trekker Seminars, (providing initial information on study abroad at GSU), front desk coverage as needed, upkeep of Study Abroad Resource Library, coordination of many outreach efforts, assist with various projects, programs and tasks.
Deadline to apply: Not available at this time, but likely posted at end of year.
Contact: Misty Holm, Assistant Director, Study Abroad Programs, mholm@gsu.edu

Name: Illinois Institute of Technology, Chicago, IL
Website: www.ic.iit.edu
Internship: International Programs Intern; part-time; unpaid
Availability: Fall and/or Spring semester; summer. Available every term.
Responsibilities: Coordinate cultural outreach programs, support study abroad programming, assist with filing and reporting for international students and scholars.
Deadline to apply: Positions available upon request.
Contact: Lori Friedman, Director, friedmanl@iit.edu
Name: **University of Richmond, Richmond, VA**  
Internship: Paid summer graduate internship, Office of International Education  
Availability: Summer, dates are flexible  
Responsibilities: Flexible based on interests. Examples include longitudinal assessment of study abroad and international student reports, research into podcasts, writing surveys about study abroad, research social outreach programs for international students, opportunity to learn about study abroad office procedures, online application system, and more.  
Deadline to apply: Position posted approximately March 1  
Contact: Abby Ward, Project Coordinator, award@richmond.edu

Name: **North Carolina State University, Raleigh, NC**  
Website: [http://studyabroad.ncsu.edu](http://studyabroad.ncsu.edu)  
Internship: Graduate Internship, part-time, paid  
Availability: Contingent upon student’s schedule. 20 hours per week. One semester with potential for renewal.  
Responsibilities: Somewhat contingent upon graduate student’s interest and needs of the office at time of placement. Examples include conducting general study abroad advising sessions, creating/updating marketing materials, assisting with study abroad application review, assisting with program development/improvement projects, assisting with study abroad fair, managing peer advisor program, conducting assessment programs, delivering on-campus presentations, serving as administrative support for study abroad advisors.  
Deadline to apply: Position advertised in early Spring for start-date of Summer or Fall.  
Contact: Brooke Ashley, Assistant Director, Study Abroad Office, brooke_ashley@ncsu.edu

Name: **Presbyterian College, Clinton, SC**  
Internship: International Programs Intern; full-time; housing and monthly stipend  
Availability: August 1 – May 31  
Responsibilities: Assist with international student orientations, assist with issues relating to international students’ transition, assist in coordinating Study Abroad Expo(s), assist with application & preparation for students going abroad, facilitate workshops for study abroad returnees, assist in coordinating campus-wide international programs, assist with development of other duties in line with intern’s interests & office needs.  
Deadline to apply: Application closing date: June 15.  
Contact: Chellie Wallace, Director, cwallace@presby.edu

Name: **University of Wisconsin-Platteville, Platteville, WI**  
Internship: Graduate Assistant and Undergraduate Internship, part-time, paid  
Availability: Contingent upon student’s schedule. At least one full year is desired, but more than one year is preferred. 5-10 hours per week.  
Responsibilities: Administrative tasks, on-campus study abroad promotion, attend and assist with study abroad promotional events, special projects  
Deadline to apply: Positions not officially posted.  
Contact: Donna Anderson, Director, Institute for Study Abroad Programs, anderdon@uwplatt.edu

Name: **Washington and Lee University, Lexington, VA**  
Internship: Graduate Intern/Program Coordinator; half-time, housing and honorarium  
Availability: 10-month position, beginning in July/August
Responsibilities: *Study Abroad:* Assist with administration of study abroad programs, study abroad advising, co-conduct pre-departure and return orientation, organize study abroad fair, maintain maintenance of program files and systems. *International Student Service:* Coordinate projects promoting international/intercultural learning, serve as advisor for Student Association for International Learning, produce office publications, help coordinate visitor activities, supervise work-study students. *International House:* Serve as Resident Director of International House, a social and academic environment which promotes enhanced cultural knowledge, provide support to Resident Advisor, design and implement academic and social activities for residents.

Contact: William Klingelhofer, PhD, Director of International Education, wklingel@wlu.edu

**International Education Providers:**

**Name:** Academy for Educational Development, Washington, DC  
**Website:** Center for International Partnerships, [http://cap-aed.org/](http://cap-aed.org/)  
**Internship:** Variety of positions available, mostly unpaid  
**Responsibilities:** Interns placed in project offices overseas to work on international development projects. Responsibilities vary according to student’s ability and project needs.  
**Deadline to apply:** Ongoing  
**Contact:** Sandra MacDonald, Vice President and Director, Center for Academic Partnerships, smacdonaldaed.org

**Name:** Australian Education International, Washington D.C. and Los Angeles, CA  
(Internal arm of Dept. of Education)  
**Internship:** Placements in both Washington and Los Angeles offices. Part-time (20-35 hours per week), monthly stipend for living expenses  
**Availability:** 6-12 weeks, September – December, January/February – May, June – August  
**Responsibilities:** See website for description of responsibilities  
**Contact:** See website for contact information

**Name:** Educational Advisory Service of the US-UK Fulbright Commission  
**Website:** [http://www.fulbright.co.uk/eas/about/internship.html](http://www.fulbright.co.uk/eas/about/internship.html)  
**Internship:** Paid Student Information Officer Position for recent graduates and graduate students  
**Availability:** Six-month internship, January – June, July – December (flexible)  
**Responsibilities:** Deals with general enquiries about US education at all levels (full training will be given). Opportunities to develop projects depending on personal interests and needs. Possible projects include planning and promoting events, researching publications and information sheets on various aspects of US education, or producing articles for EAS newsletter.  
**Deadline to apply:** Positions not posted, but interested individuals encouraged to email CV & cover letters.  
**Contact:** Michael Scott Kline, Director, Information and Communication, mkline@fulbright.co.uk

**Name:** Educational Advisory Service of the US-UK Fulbright Commission  
**Website:** [http://www.fulbright.co.uk/eas/about/internship.html](http://www.fulbright.co.uk/eas/about/internship.html)  
**Internship:** Unpaid internship  
**Availability:** Dates and duration flexible
Responsibilities: Assisting with general enquiries about US education at all levels (full training will be given). Opportunities to develop projects depending on personal interests and needs. Possible projects include planning and promoting events, researching publications and information sheets on various aspects of US education, or producing articles for EAS newsletter.

Deadline to apply: Positions not posted, but interested individuals can email CV and cover letters.

Contact: Michael Scott Kline, Director, Information and Communication, mkline@fulbright.co.uk

Name: **IES-The Institute for the International Education of Students, Chicago, IL**

Website: [http://www.IESabroad.org](http://www.IESabroad.org) (Career Section)

Internship: Full-time paid summer internships and part-time paid semester opportunities in marketing department and academic department

Availability: 10 weeks, full-time during summer, part-time during semester

Responsibilities: Previous academic intern projects: academic program research and analysis, language orientation analysis, curriculum audit research

Marketing intern: conducts group research project and independent project on assigned topic.

Previous projects: interview students and write feature articles, assist with IES publications, update website content, research and evaluate websites, assist with implementation of website initiatives, develop creative concepts and implement designs for print projects.

Deadline to apply: March 2 for summer internships. Semester applications on a rolling basis.

Contact: Regan Keating, intern@IESabroad.org

Name: **International Partnership for Service-Learning and Leadership, New York, NY**

Website: [http://www.ipsl.org](http://www.ipsl.org)

Internship: Part-time or full-time unpaid, undergraduate or graduate (flexible)

Availability: Summer or semester

Responsibilities: Initiate and create long-term institutional development projects and perform administrative tasks. Creativity and initiative are very important intern qualities. Depending on time of year, long-term projects might include: locating and interviewing IPSL alumni, researching and writing articles for IPSL newsletter and annual report, working with staff on specific projects in student recruitment, revising pre-departure handbooks, assisting with program administration and evaluation, assisting with New York meetings, alumni events, Master’s Week events, and the preparation of biennial international conference materials and details. Office tasks include: categorizing and filing alumni writings and student information, answering telephone inquiries and directing calls.

Deadline to apply: Approximate date of position posting November/early December for spring semester, April/early May for summer, July/August for fall semester.

Contact: Nevin Brown, President, nbrown@ipsl.org

Name: **International YMCA of Greater NY, New York, NY**

Website: [www.internationalymca.org](http://www.internationalymca.org)

Internship: Part-time, full-time, unpaid

Availability: Fall, Spring, Summer

Responsibilities: Assist with in-bound J-1 professional exchange programs, coordinate networking events, screen applications, conduct orientations, marketing and evaluations.

Contact: Celena Green, cgreen@ymcanyc.org