# Resources for Internationally Focused Jobs, Internships, and Volunteer work, etc

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Compiled by Aileen O'Donnell (Study Abroad Intern 07-08), Kathryn Wheet, International Programs Advisor, and Heidi White, Assistant Director of Study Abroad, Elon University

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.

### **Contents:**

- I. <u>General Resources</u>
- II. Publications
- III. <u>Integrating your International Experience (Study Abroad) into your resume, cover letter, and job</u>
  interview
- IV. <u>Writing Resumes/CVs for jobs in other countries</u>
- V. <u>Other Career Resources</u>
- VI. Graduate School Information and Search Engines
- VII. <u>Internship Abroad Websites</u>
- VIII. <u>Volunteer Abroad Resources</u>
- IX. Work Abroad Resources
- X. <u>Teaching Abroad Resources</u>
- XI. Au Pair Abroad Resources

### **General Resources**

**Cultural Intelligence**: A Guide to Working with People from Other Cultures by Brooks Peterson. Intercultural Press, 2004.

**Delaying the Real World**: A Twentysomething's Guide to Seeking Adventure \*Roam the Globe\*Find a Cool Job\*Make the World a Better Place by Colleen Kinder. Perseus Publishing, 2005.

**Don't Go!: 51 Reasons Not to Travel Abroad**, But if You Must... 176 Tactics for Coping with Discomforts, Distress and Danger by Hannah Blank. Prism Corp, 1997.

**Getting Out**: The Complete Guide to Leaving the United States and Living Abroad by Mark Ehrman. Process, 2006.

**How to Travel the World Free as an International Tour Director!** by Gerald Mitchell. Electronic & Database Publishing, Inc., 2008.

**Survival Kit for Overseas Living**: For Americans Planning to Live and Work Abroad by L. Robert Kohls. Nicholas Brealey Publishing; 4th edition, 2001.

### **Publications**

Abroad View Magazine (www.abroadviewmagazine.com)

Alternatives to the Peace Corps: A Directory of Third World and US Volunteer Opportunities (Jennifer S. Willsea, Megan Reule) Food First; 7th edition, 1996.

International Studies Perspectives (www.blackwell-synergy.com)\*

International Studies Review (Blackwell Publishing)

International Studies Quarterly (www.blackwell-synergy.com)\*

Foreign Policy Analysis (www.blackwell-synergy.com)\*

Foreign Affairs (www.foreignaffairs.org)

Glimpse Magazine (http://www.theglimpse.com/abroad 22 Work%20Abroad.html)

International Educator (http://www.nafsa.org/publication.sec/international educator 1/)

Careers in International Affairs (edited by Maria Pinto Carland and Michael Trucano) Georgetown University Press; 6th edition, 1996.

NAFSA releases new publications in the field annually <a href="http://www.nafsa.org/publication.sec">http://www.nafsa.org/publication.sec</a>

\*Must search website to find articles relating to topic

#### **Research Based Publications:**

http://www.nafsa.org/knowledge community network.sec/education abroad 1/managing an education/practice resources 37/professional development 2/beginner s guide/#Publications

The Peace Corps and More: 175 Ways to Work, Study, and Travel at Home & Abroad (Medea Benjamin, Miya Rodolfo-Sioson) Global Exchange Seven Locks Press; Upd Sub edition, 1997.

An article on International Education Careers - What to Expect

http://www.transitionsabroad.com/publications/magazine/9503/international careers in education.shtml

Working, Interning, and Volunteering Abroad

http://cipa.emory.edu/pdf/ResourceGuide WorkInternVolunteer.pdf

# Integrating your Study Abroad Experience into your Resume, Cover Letter & Interview

The study abroad experience enhances a vast amount of skills for students, such as intercultural competence, global awareness, analytical ability, self-reliance, adaptability, and communication enrichment. These skills are fundamental for a successful career, especially in our expanding global society. However, the knowledge and skills that you gained through your study abroad experience may not be obvious to an employer or graduate school admissions board. This means it is vital to express them through your resume, cover letter and responses to interview questions. \*The Isabella Cannon Centre for International Studies has a separate handout to help students with this. Feel free to request a copy.

# Writing Resumes/CVs for jobs in other countries

- Tips for writing a resume for a variety of countries <u>www.goinglobal.com/topic/resumes.asp</u>
- Resume tips for France, Germany, Spain, and Sweden <u>www.iagora.com/iwork/resumes</u>
- CV and Covering Letter Tips <a href="http://www.wmin.ac.uk/PDF/CASE">http://www.wmin.ac.uk/PDF/CASE</a> CV booklet 2008.pdf
- Details on writing a resume in Japan www.iuj.ac.ip/career/getstart/index.cfm?OpenPage=CultureResume&Tab=resumes
- Tips for writing a resume or CV for the UK <a href="http://Fie.org.uk/content/upload/documents/fieinternshiphandbook.pdf">http://Fie.org.uk/content/upload/documents/fieinternshiphandbook.pdf</a> (pages 8-15)
- Tips on Resumes and CVs for various European countries
   <a href="http://www.eurograduate.com/planning.asp">http://www.eurograduate.com/planning.asp</a>
   www.transitionsabroad.com/publications/magazine/0201/Thompson.shtml
- The Global Resume and CV Guide by Mary Anne Thompson

# References for Information on CVs verses Resumes:

- http://jobsearch.about.com/cs/curriculumvitae/f/cvresume.htm
- http://www.cvtips.com/cv vs resume.html
- http://www.marquette.edu/csc/students/documents/CV-HowtoWriteagoodCurriculumVita 002.pdf

# Other Career Resources (especially for Study Abroad Returnees):

- Career Services Center: Marquette University. *Marketing your Study Abroad Experience:* http://www.marquette.edu/csc/students/documents/StudyAbroad.pdf
- Norton, Nancy. How to Market Your Study Abroad Experience. Ball State University: http://www.bsu.edu/studyabroad/marketyourself/
- Hachey, Jean Marc. Marketing Study Abroad: How to Sell your Overseas Experience to Employers:
   http://www.transitionsabroad.com/publications/studyabroadmagazine/2006Fall/marketing your study abroad.shtml
- Learning Abroad Center: University of Minnesota. Resume Tips For Your International Experience: http://www.umabroad.umn.edu/academic/advisers/resumeTips.pdf
- Indiana University, Kelley School of Business. *The Study Abroad Experience—Highlighting Your International Experience:* 
  - https://ucso.indiana.edu/cgi-bin/students/careerResources/StudyAbroadExperience.doc and https://ucso.indiana.edu/cgi-bin/students/brochures/StudyAbroad.cfm?block
- St. Norbert College Career Services. *Marketing Your International Experience:* <a href="http://www.snc.edu/career/docs/international.pdf">http://www.snc.edu/career/docs/international.pdf</a>
- University of Texas-Austin Liberal Arts Career Services. International Jobs: http://www.utexas.edu/cola/lacs/international\_jobs/
- University of Texas-Austin Liberal Arts Career Services. International Careers in Non-Profit Organizations
  - http://www.utexas.edu/cola/lacs/content/PDF/international jobs/international nonprofits.pdf
- Colorado State University. Study Abroad Alumni handbook: http://www.studyabroad.colostate.edu/pdf/alumni handbook.pdf
- Australearn.org. Colorado Wyoming Study Abroad Returnee Conference Handbook. (no weblink)
- UK Career Advice for International Students http://www.wmin.ac.uk/page-1807
- University of Westminster Resources Making a Career Choice <a href="http://www.wmin.ac.uk/page-1305">http://www.wmin.ac.uk/page-1305</a>
   Self Analysis and Marketing <a href="http://www.wmin.ac.uk/page-1697-smhp=595">http://www.wmin.ac.uk/page-1697-smhp=595</a>
   After Your Course, What Next? <a href="http://www.wmin.ac.uk/page-10020">http://www.wmin.ac.uk/page-10020</a>
- Prospectus Guidance and Advice for Graduates -http://www.prospects.ac.uk/cms/ShowPage/Home\_page/p!eLaXi

## **Graduate School Information and Search Engines**

"A Key to Master's Degrees in International Education" - An article which provides a list of top International Education programs: <a href="http://www.nafsa.org/">http://www.nafsa.org/</a> /File/ /InternationalEducator/YourCareerJanFeb.pdf

Association of Professional Schools of International Affairs - APSIA.org provides information about 34 member schools for current and prospective students, employers, media, and news-related professionals. <a href="http://www.apsia.org/apsia/search/schoolSearch.php">http://www.apsia.org/apsia/search/schoolSearch.php</a>

**Comparative and International Education Society** - WCCES is an international organization of comparative education societies worldwide and is an NGO in Operational Relations with UNESCO. <a href="http://www.wcces.net/">http://www.wcces.net/</a>

**Gradschools.com** - Offers a database of international graduate school programs. http://www.gradschools.com/international-programs.html

**National Association of Student Personnel Administrators** (NASPA) – Offers a graduate program directory. http://www.naspa.org/career/gradprograms/default.cfm

**Peace Corps** -The Peace Corps offers graduate degree programs while you participate in a 2 year volunteer service internationally. <a href="http://www.peacecorps.gov/index.cfm?shell=resources.grads">http://www.peacecorps.gov/index.cfm?shell=resources.grads</a>

**Peterson's Higher Education Guides** - Offers a search engine for graduate programs and specifically International Education/International Studies. http://www.petersons.com/graduate home.asp?path=gr.home

**School for International Training (SIT)** - The accredited higher institution of World Learning offers graduate programs in different international areas and around the world. <a href="http://www.sit.edu/graduate.htm">http://www.sit.edu/graduate.htm</a>

**StudyAbroad.com** – Offers a directory of graduate study abroad programs. <a href="http://www.studyabroad.com/grad-sab/">http://www.studyabroad.com/grad-sab/</a>

**Transitions Abroad** – Offers a listing of study abroad programs for graduate and undergraduate level students. http://www.transitionsabroad.com/index.shtml

**University of Westminster Postgraduate Study** – Offers information regarding deciding, searching and applying for a graduate program. http://www.wmin.ac.uk/page-1306

For information on attending a graduate school abroad:

http://www.studyacrossthepond.com/home.asp (for UK universities)

http://www.educationuk.org (official British Council – Education UK website)

http://ukinusa.fco.gov.uk/en/aboutuk/studyingin-uk/ (from UK in the USA website)

# A note on funding for graduate schools abroad:

The funding is more uncertain for attending a graduate school abroad.

Private Loans – private loans are available for funding graduate school study. However make sure you understand the "fine print" and all the policies that go with your loan. Private loans can have low rates but they can be variable for the life of the loan.

US government funding - if an international institution is approved by the US government then you might be able to use US federal funding for the school To check if a school is approved, go to the website <a href="https://www.fafsa.ed.gov">www.fafsa.ed.gov</a> or call 1-800-433-3243 (Phone lines are open until midnight and 7 days a week).

Some scholarship programs can help with graduate school and/or graduate school research. Some examples include:

Fulbright <a href="http://fulbright.state.gov/">http://fulbright.state.gov/</a>

Rotary <a href="http://www.rotary.org/EN/STUDENTSANDYOUTH/Pages/ridefault.aspx">http://www.rotary.org/EN/STUDENTSANDYOUTH/Pages/ridefault.aspx</a>

## **Internship Abroad Websites**

**Association of International Practical Training** – Offers different opportunities for professional development around the Worlds. <a href="http://www.aipt.org/">http://www.aipt.org/</a>

**Anglo-American Educational Services of London** - Provides internship placements in excellent London multinational corporate entities, and medium sized enterprises that include media, political sector and voluntary organizations. The placements are for 12 weeks during the spring and 8-10 weeks in the summer. (may also have fall placements) <a href="www.angloamerican.uk.com">www.angloamerican.uk.com</a>

**AustraLearn** - Internship opportunities in Australia, New Zealand, and the South Pacific. <a href="http://www.australearn.org/Programs/Internships/">http://www.australearn.org/Programs/Internships/</a>

**BCA:** Bridge the world, Connect for peace, Act for Justice - BCA recently began an internship program in Strasbourg, France in partnership with Internships in Francophone Europe (IFE). The Strasbourg internship track immerses students in the French culture and invites them to learn more about the European Union, France and social issues facing the region by participating in full-time internships. BCA offers programs in many countries, some including internships.

http://www.bcaabroad.com/programs/browse by country/default.asp

**CAPA International Education** - Provides summer internships in London, Sydney, Florence, and San José, Costa Rica. <a href="http://www.capa.org/program">http://www.capa.org/program</a> internships.html

**CDS International** - Offers internship opportunities in Argentina, Spain, and Germany. <a href="http://www.cdsintl.org/fromusa/">http://www.cdsintl.org/fromusa/</a>

**Cross Cultural Solutions** - a nonprofit organization that places interns at project sites in Latin America, Southeast Asia and Africa for 3-12 weeks.

http://www.crossculturalsolutions.org/en/programs/intern-abroad.aspx

**Directory of International Internships** - Michigan State University offers a directory of International Internships. <a href="http://www.isp.msu.edu/students/internships/intlguide/">http://www.isp.msu.edu/students/internships/intlguide/</a>

Émigré Memorial German Internship Program - German State Parliaments (EMGIP) - EMGIP provides

American and Canadian students the opportunity to intern at the Landtage - German State Parliaments. This is a great opportunity for individuals hoping to pursue careers at a regional level of government in the US or Canada, or who are interested in specific policy issues such as the environment, education and/or healthcare. For detailed information and applications, please visit < <a href="http://www.cdsintl.org/fromusa/sipsp.htm">http://www.cdsintl.org/fromusa/emgip.htm</a>.

**FIE: Foundation for International Education** - FIE provides internship placements based in London and other cities in various fields, including: finance, business, communications, education, fashion, criminal justice and law, politics, and psychology. *Visit the Isabella Cannon Centre for International Studies to find out more about Elon's summer internship program through FIE.*<a href="http://fie.org.uk/fie/study/summerinternships">http://fie.org.uk/fie/study/summerinternships</a>

**Global Experiences** - Enroll in a customized, professional internship in 2008. Featured 2008 Locations: Paris, France; London, UK; Australia: Multiple Cities; Italy: Florence, Milan and Rome; Dublin, Ireland; Seville, Spain. www.globalexperiences.com

**The IAESTE Internship Program** - places university students into paid technical internships in approximately 40 of our 80+ member-country network. Internships are open to college sophomores, juniors, seniors, and graduate students pursuing a degree in science, engineering, mathematics, architecture, computer science, or other technical fields. Apply online at <a href="www.iaesteunitedstates.org/">www.iaesteunitedstates.org/</a>

**Intern Abroad** - a comprehensive site with internship opportunities around the world. http://www.internabroad.com

**Internships International** - non-credit, non-paid internships designed by you. http://www.internshipsinternational.org

International Internships LLC - provides overseas internship placements in 10 countries around the globe for American and International students. Choose a destination for a customized placement or choose a specialty internship within your field for a prearranged placement. http://www.international-internships.com

National Council of International Visitors - across the US there are International Visitors Council branches. You can find a list of all locations at: <a href="http://www.nciv.org/mem\_members.asp">http://www.nciv.org/mem\_members.asp</a>. (There are three in NC – Raleigh, Charlotte, and Greensboro). They often take interns (but they are often unpaid).

RISE: Research Internships in Science and Engineering - allows students to carry out a 6- to 12- week research internship in German academic labs. <a href="http://www.daad.de/rise/en/index.htm">http://www.daad.de/rise/en/index.htm</a>

**USAID Internships** – internships in the following regions: Sub-Saharan Africa, Asia and the Near East, Europe and Eurasia, Latin America and the Caribbean. <a href="http://www.usaid.gov/locations">http://www.usaid.gov/locations</a>

**The US-UK Fulbright Commission in London** - includes two six month internships starting at various times. http://www.fulbright.co.uk/eas/about/internship.html

The U.S. Foreign Commercial Service offers internships at various embassies in non-U.S. cities. <a href="http://www.buyusa.gov/uk/en/intern\_program.html">http://www.buyusa.gov/uk/en/intern\_program.html</a>

**VIF program** - VIF (Chapel Hill, NC) used to have an extensive summer internship program for undergraduates. It doesn't seem that it has continued, but if you are interested, you may want to contact them to see if there is any possibility. <a href="www.vifprogram.org">www.vifprogram.org</a>

**The Washington Center for Internships and Academic Seminars** - has a Washington, D.C.-London Internship Program and Washington, D.C.-Monterrey Internship Program.

For London: http://www.twc.edu/students/london.shtml

Washington Center honors scholarships can be applied to these programs. For more information about these scholarships, please go to <a href="http://www.twc.edu/students/financial\_private.shtml">http://www.twc.edu/students/financial\_private.shtml</a>

**World Endeavors** - includes intern experiences in Australia, Brazil, Ecuador, England, India, Italy, Nepal, and Spain. <a href="http://www.worldendeavors.com">http://www.worldendeavors.com</a>

# **Internship Abroad Books**

**Getting Your Ideal Internship** by Saleem Assaf and Rosanne Lurie. WetFeet, Inc., 2003.

### **Volunteer Abroad Websites**

**Amerispan Study Abroad** – Offers volunteer programs in Latin America and the Caribbean. <a href="http://www.amerispan.com/volunteer">http://www.amerispan.com/volunteer</a> intern/application.asp

**Cross-Cultural Solutions** - Offers a short-term volunteer experience around the world. http://www.crossculturalsolutions.org/programs/volunteer-abroad.aspx

**DevelopmentEx.com** - Offers a database of international job openings. <a href="http://devex.com/jobs">http://devex.com/jobs</a>

**Food and Agricultural Organization of the United Nations** - Helps developing countries and countries in transition modernize and improve agriculture, forestry and fisheries practices and ensure good nutrition for all. Volunteer Program <a href="http://www.fao.org/VA/vol\_en.htm">http://www.fao.org/VA/vol\_en.htm</a>

**Global Volunteer Network** - Offers volunteer service opportunities in community projects throughout the world. <a href="http://www.volunteer.org.nz">http://www.volunteer.org.nz</a>

**Habitat for Humanity** – An international non-profit organization that offers affordable housing to people in need. Placements vary by location. <a href="http://www.habitat.org/ivp/default.aspx">http://www.habitat.org/ivp/default.aspx</a>

Hunger Center - A nonprofit anti-hunger training organization. <a href="http://www.hungercenter.org">http://www.hungercenter.org</a>

**Idealist:** A website and database which lists non-profit jobs, international positions, internship opportunities, and volunteer prospects abroad. <a href="www.idealist.org">www.idealist.org</a>

**Institute of International Education** (IIE) – Offers programs around the world for professionals. http://www.iie.org//Content/NavigationMenu/Programs Portal/Browse Programs/Professional Programs.htm

**Inter-American Development Bank** - An international financial institution created to help accelerate the economic and social development in Latin America and the Caribbean.

Junior Professional Program <a href="http://www.iadb.org/hrd/jpp%20Package.htm">http://www.iadb.org/hrd/jpp%20Package.htm</a>

International Education Programs - Offers customized volunteer programs to students, recent graduates, and individuals from all academic backgrounds and levels of experience. http://www.iepabroad.org/index.php/main/byptype/id/3

**International Fund for Agricultural Development** – An international financial institute dedicated to eradicating poverty in developing countries.

Associate Professional Officer Program - <a href="http://www.ifad.org/job/apo/index.htm">http://www.ifad.org/job/apo/index.htm</a>

International Student Volunteers - Offers short-term volunteer programs to students and recent graduates. <a href="http://www.istravelonline.com">http://www.istravelonline.com</a>

**International Volunteer Programs Association** - Offers international volunteer opportunities. <a href="http://volunteerinternational.org">http://volunteerinternational.org</a>

**NGOAbroad** - Provides a service to help find international volunteer or career opportunities. http://www.ngoabroad.com

**Peace Brigades** - An international grassroots NGO that has promoted nonviolence and protected human rights. <a href="http://www.peacebrigades.org">http://www.peacebrigades.org</a>

**The Peace Corps:** Apply to volunteer in a developing country on behalf of the U.S. government. <a href="https://www.peacecorps.gov">www.peacecorps.gov</a>

**Projects-Abroad** – An organization that offers volunteer opportunities across the world. http://www.projects-abroad.org

**The Riley Guide:** A thorough listing of job opportunities at home and abroad, including opportunities with NGO's and government agencies. <a href="http://www.rileyguide.com/internat.html">http://www.rileyguide.com/internat.html</a>

**Rotary International** - An organization that works around the world to help promote service and cultural understanding. <a href="http://www.rotary.org/en/AboutUs/RotaryInternational/Programs/Pages/ridefault.aspx">http://www.rotary.org/en/AboutUs/RotaryInternational/Programs/Pages/ridefault.aspx</a>

**Students Partnership Worldwide** - An organization that offers volunteer opportunities around the world. <a href="http://www.spwusa.org">http://www.spwusa.org</a>

**U. S. Agency for International Development** - An independent federal government agency that supports long-term and equitable economic growth and advances U.S. foreign policy objectives. <a href="http://www.usaid.gov/careers/nepanno2.html">http://www.usaid.gov/careers/nepanno2.html</a>
New Entry Professional Program-<a href="http://www.usaid.gov/careers/nepanno2.html">http://www.usaid.gov/careers/nepanno2.html</a>

Volunteer Abroad - Offers a database of volunteer programs. <a href="http://www.volunteerabroad.org">http://www.volunteerabroad.org</a>

**Volunteer with Galapagos ICE** - Offers volunteer programs in the Galapagos Islands. http://www.galapagosice.org

**World Press** – An index of international think tanks and research organizations. www.worldpress.org/library/ngo.cfm

### **Volunteer Abroad Books**

**Alternatives to the Peace Corps**: A Guide to Global Volunteer Opportunities *by Paul Backhurst*. Food First, 2005.

**How to Live Your Dream of Volunteering Overseas** by *Joseph Collins, Stefano DeZerega, Zahara Heckscher, Stefano Dezerega, Anna Lappe*. Penguin 2001.

**Jobs for Travel Lovers**: Opportunities at Home and Abroad: 5<sup>th</sup> Edition by *Ron L. Krannich, Caryl Krannich*. National Book Network, 2006.

**So, You Want to Join the Peace Corps**: What to Know before You Go by *Dillon Banerjee*. Ten Speed Press, 2000.

**The Peace Corps and More**: 175 Ways to Work, Study and Travel at Home & Abroad *by Medea Benjamin and Miya Rodolfo-Sioson*. Global Exchange Seven Locks Press; Upd Sub edition, 1997.

**Volunteer**: A Traveler's Guide to Making a Difference around the World by *Charlotte Hindle, Patrick Pringle, Nate Cavalieri, Rachel Collinson*. Lonely Planet, 2007.

**Working for Change**: Making a Career in International Public Service by Derick W. Brinkerhoff, Jennifer M. Brinkerhoff. Kumarian Press, 2005.

### **Work Abroad Websites**

**Agora** - Provides a list of open entry-level positions and internships all over Europe. <a href="http://www.iagora.com/">http://www.iagora.com/</a>

American Society of Travel Agents - World's largest association of travel agents - <a href="http://www.astanet.com/">www.astanet.com/</a> Job listings - <a href="http://www.travelstaffingusa.com/">http://www.travelstaffingusa.com/</a> ASTA/?navItemNumber=4939

**Asian Development Bank** - An international development finance institution whose mission is to help its developing member countries reduce poverty and improve the quality of life of their people.

Young Professionals Program - <a href="http://www.adb.org/Employment/ypp.asp">http://www.adb.org/Employment/ypp.asp</a>

**BUNAC:** An agency which offers placement for jobs, teaching positions, and volunteering abroad. Students can work abroad for up to six months but must be a current undergraduate student or recent graduate. A small fee is required, which covers visa issues, insurance, and the placement process. www.bunac.org

**Career Information** – A database of overseas positions and links to other job databases for specific world regions. <a href="www.overseasjobs.com">www.overseasjobs.com</a>

**Cultural Embrace** - Offers opportunities to work abroad in the hospitality industry. http://www.culturalembrace.com/work.html

**Escape Artist** - A comprehensive website which provides international job listings, international real estate information, and advice for living overseas. <a href="https://www.escapeartist.com">www.escapeartist.com</a>

**Habitat for Humanity International** - A not-for-profit organization that works around the world to eliminate poverty housing. http://www.habitat.org/hr/intl\_default.aspx

**Interaction** – Offers a listing of careers in international development through an alliance of U. S.-based international development and humanitarian non-governmental organizations working for sustainable development, refugee and disaster assistance. <a href="http://www.interaction.org/jobs/">http://www.interaction.org/jobs/</a>

International Careers Guide - Offers an international career Guide and resources for people looking to enter an international field Created by the <u>Association of Professional Schools of International Affairs</u>
<a href="http://www.american.edu/careercenter/students/career/APSIAInternationalCareerGuide2006.pdf">http://www.american.edu/careercenter/students/career/APSIAInternationalCareerGuide2006.pdf</a>

**Inter-American Development Bank** - Offers employment opportunities in Latin America and the Caribbean. <a href="http://www.iadb.org">http://www.iadb.org</a>

**International Monetary Fund** - An organization of 185 countries, working to foster global monetary cooperation, secure financial stability, facilitate international trade, promote high employment and sustainable economic growth, and reduce poverty around the world. <a href="http://www.imf.org">http://www.imf.org</a>

**Economist Program** – Offers a 3 year program designed for recent graduates who have completed a graduate degree. <a href="http://www.imf.org/external/np/adm/rec/job/econpro.htm">http://www.imf.org/external/np/adm/rec/job/econpro.htm</a>

**NAFSA (The Association of International Educators)** - Lists jobs in International Education in the US and abroad. <a href="http://jobregistry.nafsa.org/">http://jobregistry.nafsa.org/</a>

**Non-Governmental Organizations** - Duke University offers an NGO database <a href="http://library.duke.edu/research/subject/guides/ngo\_guide/">http://library.duke.edu/research/subject/guides/ngo\_guide/</a>

**One World** - **A**n online hub publishing news on global issues and providing support to nonprofits helping to create a better world. http://us.oneworld.net/jobs

**Oxfam America** - A relief and development organization that offers internships, volunteer work and full time jobs. <a href="www.oxfamamerica.org">www.oxfamamerica.org</a>

Partners of the Americas – An organization that works to help improve the lives of people in Latin America and the Caribbean. <a href="http://www.partners.net">http://www.partners.net</a>
Jobs & Internships - <a href="http://www.partners.net/partners/Jobs">http://www.partners.net/partners/Jobs</a> and Internships EN.asp?SnID=1555168767

**Prospects** - UK's official job graduate careers website. Prospects gives descriptions of different types of jobs, daily work for the opposition and other information and openings in the UK. <a href="http://www.prospects.ac.uk/cms/ShowPage/Home">http://www.prospects.ac.uk/cms/ShowPage/Home</a> page/Explore types of jobs/p!elmjX

**Transitions Abroad** - An informational website which provides information about finding and preparing for a job, internship, or volunteer opportunity abroad. <a href="www.transitionsabroad.com">www.transitionsabroad.com</a>

**Summits of the Americas** - Offers a listing of NGO's and other organizations around the world. http://www.summit-americas.org/ngolist2.htm

**UNICEF** - An organization that was created to work with others to overcome the obstacles that poverty, violence, disease and discrimination place in a child's path. UNICEF has programs in about 191 different countries around the world. <a href="http://www.unicef.org/">http://www.unicef.org/</a>

Young Professional Program - <a href="http://www.unicef.org/about/employ/index">http://www.unicef.org/about/employ/index</a> ypp.html Junior Professional Program - <a href="http://www.unicef.org/about/employ/index">http://www.unicef.org/about/employ/index</a> jpp.html

**Unite for Sight** - an organization that trains volunteers to support and assist in eye clinics globally. <a href="http://uniteforsight.org/intl-volunteer">http://uniteforsight.org/intl-volunteer</a>

**United Nations Industrial Development Organization** - Helps developing countries and economies in transition in their fight against marginalization. <a href="http://www.un.org/english">http://www.un.org/english</a>
Young Professionals Program - <a href="http://www.unido.org/index.php?id=6348">http://www.unido.org/index.php?id=6348</a>
Junior Professional Officers Program - <a href="http://www.unido.org/index.php?id=021102">http://www.unido.org/index.php?id=021102</a>

**United Nations System of Organizations** - A listing of job openings in international opportunities.

http://www.unsystem.org/jobs/job opportunities.htm

Professional Officer Program - <a href="http://www.jposc.org/">http://www.jposc.org/</a>

Conference on Trade and Development Young Professional -

Http://www.unctad.org/Templates/Page.asp?intItemID=2104(=1

Leadership Development Program- http://www.undp.org/lead

Junior Professional Officer - http://www.jposc.org/content/programme/presentation-en.html

Employment Opportunities in UN and Other International Organizations for U.S. Citizens - <a href="http://www.state.gov/p/io/empl">http://www.state.gov/p/io/empl</a>

**U.S. Government Positions Abroad**: There are many opportunities to work or intern for the U.S. government abroad, in embassies and through development agencies. If you want to work in a U.S. embassy, you must pass the Foreign Officer Exam. Other U.S. governmental agencies do not require this exam to work abroad. http://www.careers.state.gov/index.html

http://www.usaid.gov/careers/ (U.S. Agency for International Development)

http://ohrm.os.doc.gov/career/index.htm (U.S. Department of Commerce)

http://www.trade.gov/cs/employment.asp (International Trade Administration)

<u>http://www.iccwbo.org/</u> (International Chamber of Commerce)

http://www.treas.gov/usss/opportunities.shtml (United States Secret Service)

<u>http://www.fbijobs.gov/</u> (Federal Bureau of Investigation)

**U.S. Travel Association** – A national association that holds conference, posts travel news, creates publications and lists job opportunities.

Job Bank - <a href="http://getatraveljob.tia.org/">http://getatraveljob.tia.org/</a>

**University of Pittsburg, International Affairs Network Web** - The IACNet is a comprehensive database of organizations and experts in international affairs. Its contents can be searched by organizational name, location, subject, type, and resource offerings In addition, this service provides a limited-area, full text web search of the sites maintained in the directory. <a href="http://www.ucis.pitt.edu/iacnet/">http://www.ucis.pitt.edu/iacnet/</a>

World Bank – An organization that offers financial and technical assistance around the world.

http://www.worldbank.org

Young Professionals Program -

http://web.worldbank.org/WBSITE/EXTERNAL/EXTHRJOBS/0,,contentMDK:20519630~menuPK:147763

0~pagePK:64262408~piPK:64262191~theSitePK:1058433,00.html

Junior Professional Associate Program - <a href="http://tinyurl.com/mdnz3">http://tinyurl.com/mdnz3</a>

**World Directory of Think Tanks** – Offers listings of different think tank organizations by country. http://www.nira.or.jp/past/ice/nwdtt/2005/index.html

**Working Abroad:** Finding International Internships and Entry-Level Jobs - An article from Occupational Outlook Quarterly (Fall 2006) that offers information about getting jobs abroad and a short listing of companies and opportunities. http://www.bls.gov/opub/oog/2006/fall/art01.pdf

### **Additional Job/Internship Listing Websites**

www.jobsabroad.com www.internationaljobs.org

www.higheredjobs.com www.eurojobs.com

http://www.4icj.com/ http://internabroad.com/search.cf

http://www.math-jobs.com/ch/

http://cipa.emory.edu/pdf/Work IntlCityTours.pdf

### **Work Abroad Books**

- Careers for Travel Buffs and Other Restless Types by Paul Plawin. McGraw-Hill, 2003.
- **Career Opportunities in Politics, Government, and Political Activism** by *Joan Axelrod-Contrada, C. J. Henderson, C. J. Henderson*. Checkmark Books, 2008.
- Get Ahead by Going Abroad: A woman's Guide to Fast-track Career Success by Perry Yeatman & Stacie Nevadomski Berdan. Collins Living, 2007.
- **International Jobs Directory** by *Ronald L. Krannich*, *Caryl Rae Krannich*. Impact Publications, 1991.
- International Jobs: Where They Are and How to Get Them by *Nina Segal, Eric Kocher*. Basic Books; 5th edition, 1998.
- International Opportunities: A Career Guide for Students by David M. Kennedy Center for International Studies Staff. David M. Kennedy Center for International Studies, 2000.
- **Jobs for Travel Lovers : Opportunities at Home and Abroad** 5<sup>th</sup> Edition by *Ron L. Krannich, Caryl Krannich*. Impact Publications, 2006.
- Opportunities in International Business Careers by Jeffrey S. Arpan. McGraw-Hill Companies, 1995.
- **Opportunities in Overseas Careers** by *Blythe Camenson*. McGraw-Hill, 1998.
- **Teach English Abroad!** A fresh and fully up to date guide to teach English around the world by *Susan Griffith*. Crimson Publishing, 2009.
- **The Big Guide to Living and Working Overseas** by *Jean-Marc Hachey*, *Jean Marc Hachey*. ISSI Inc., 2007.
- **Vault Career Guide to International Careers** (Vault Career Library) by Sally Christie Staff of Vault, Staff of Vault, Inc., 2004.
- **Work Abroad: The Complete Guide to Finding a Job Overseas** *Edited by Clay Hubbs*. Transitions Abroad, 2002.
- Working Abroad: Using the Internet to Find a Job and Get Hired by Erik Olson, Jim Blau. Princeton Review, 2002.
- Working World: Careers in International Education, Exchange, and Development by Sherry L Mueller & Mark Overmann. Georgetown University Press, 2008.
- Work Your Way Around the World by Susan Griffith. Vacation Work Publications, 2005.

### **Teach Abroad Websites**

**AEON Corporation - Teach English in Japan** - Offers opportunities to teach, work and live in Japan. <a href="http://www.aeonet.com/">http://www.aeonet.com/</a>

**CEDEI: Centro de Estudios Intercambios** - Offers TEFL instruction and employment opportunities, Spanish language immersion and other volunteer opportunities in South America. <a href="http://www.cedei.org">http://www.cedei.org</a>

**Certificate in English Language Teaching to Adults (CELTA)** - Offers programs all over the world that allow you to earn a Certificate in English Language Teaching to Adults. <a href="http://www.cambridgeesol.org/exams/teaching-awards/celta.html">http://www.cambridgeesol.org/exams/teaching-awards/celta.html</a>

**CIE Website List of Special Teaching Programs Abroad** - Website for the Center for International Education at the University of California Irving listing different links for teaching opportunities. <a href="http://www.cie.uci.edu/prospective/iopother/teach.shtml">http://www.cie.uci.edu/prospective/iopother/teach.shtml</a>

**CIEE: The Council for International Education Exchange** - An experienced agency which offers various opportunities to teach English Abroad. <a href="https://www.ciee.org/teach">www.ciee.org/teach</a>

**EBC International** - Offers TEFL & TESOL Certificate Programs throughout the world. <a href="http://www.ebc-tefl-course.com/">http://www.ebc-tefl-course.com/</a>

**EDinformatics** - International Schools for Students and Teachers <a href="http://www.edinformatics.com/travel/international-schools.htm">http://www.edinformatics.com/travel/international-schools.htm</a>

**ESL** - Offers information on jobs and other resources for ESL teachers - <a href="www.daveseslcafe.com">www.daveseslcafe.com</a> and <a href="www.daveseslcafe.com">www.daveseslcafe.com<

**Europe TEFL Course** - Offers 4 week intensive training courses all around Europe to earn certificate in TEFL, TESOL & CELTA. <a href="http://europetefl.com/">http://europetefl.com/</a>

Footprints Recruiting - Offers teaching placements throughout Asia. http://www.footprintsrecruiting.com

Fulbright Scholarships – offers programs for teaching English abroad <a href="http://us.fulbrightonline.org/home.html">http://us.fulbrightonline.org/home.html</a>

Global Experience - Teach English Abroad <a href="http://www.globalexperiences.com/teachenglish/">http://www.globalexperiences.com/teachenglish/</a>

**International School Services** - A private, non-profit organization serving American international schools overseas. http://www.iss.edu/index.asp

**International Teaching Resources** - The University of Texas offers different links to teaching resources. http://www.utexas.edu/cola/lacs/content/PDF/international jobs/international teaching resources.pdf

**International Schools Association** - An association helping to internationalize schools. <a href="http://www.isaschools.org/">http://www.isaschools.org/</a>

**JET – Japan Exchange and Teaching Program** - Offers teaching placements throughout Japan through the Ministry of Foreign Affairs, the Ministry of Education, Culture, Sports, Science and Technology (MEXT), the Ministry of Internal Affairs and Communications and the Council of Local Authorities for International Relations (CLAIR). <a href="http://www.mofa.go.jp/jiinfo/visit/jet/">http://www.mofa.go.jp/jiinfo/visit/jet/</a>

**LanguageCorps** – Offers TESOL programs all over the world. <a href="http://www.languagecorps.com/index.php">http://www.languagecorps.com/index.php</a>

**Learning Enterprise** - Offers volunteer teaching opportunities throughout the world. http://www.learningenterprises.org

**Project Abroad** - Offers opportunities to teach abroad all over the world. <a href="http://www.projects-abroad.org/projects/teaching/">http://www.projects-abroad.org/projects/teaching/</a>

**Study Abroad: Teach English Abroad** - A database of teaching abroad programs all over the world. <a href="http://teach.studyabroad.com/teach/">http://teach.studyabroad.com/teach/</a>

**Teach Abroad** - Offers a search engine for teach abroad positions as well as other teach abroad resources. http://www.teachabroad.com/search.cfm

**Teach Away Inc.** - A global teacher placement organization that offers positions in Asia and Mexico. <a href="http://www.teachaway.com/">http://www.teachaway.com/</a>

**Teaching Assistantships in France** - Offers teaching assistant positions in France through the French Ministry of Education and the Cultural Services at the Embassy of France. <a href="http://www.frenchculture.org/spip.php?rubrique424&tout=ok">http://www.frenchculture.org/spip.php?rubrique424&tout=ok</a>

**Teaching Fellowships in Asia** - Princeton University offers placements in Asia to teach, work and live. <a href="http://weblamp.princeton.edu/~pia/main/">http://weblamp.princeton.edu/~pia/main/</a>

**Teaching Opportunities in Specific Countries** - The University of Texas offers job listings by country. http://www.utexas.edu/cola/lacs/content/PDF/international jobs/specific country listings.pdf

**Teach English in Chile** - Offers teaching positions from 8 weeks to 10 months in Chile. <a href="http://www.centrodevoluntarios.cl">http://www.centrodevoluntarios.cl</a>

**Hess Educational Organization** - Offers teaching English programs in Taiwan. http://www.hess.com.tw/careers/english/

**Teaching English as a Second Language** - University of Texas offers resources for Teaching English. <a href="http://www.utexas.edu/cola/lacs/content/PDF/international">http://www.utexas.edu/cola/lacs/content/PDF/international</a> jobs/teaching as a second language.pdf

**World Teach** - Offers teaching programs throughout the world including Africa, Asia, South America & Europe. http://www.worldteach.org/ The United States - Department of State - Offers information on teaching overseas.

http://www.state.gov/www/about state/schools/oteaching.html

Teaching English Abroad - http://exchanges.state.gov/englishteaching/index.html

Teaching English in Korea - http://www.travel.state.gov/travel/living/teaching/teaching/1240.html

Teaching English in China - <a href="http://www.travel.state.gov/travel/living/teaching/teaching/2848.html">http://www.travel.state.gov/travel/living/teaching/teaching/2848.html</a>

### **Additional Websites:**

http://www.tefl.com

http://www.linguistic-funland.com/tesljob.html

http://www.englishfirst.com/trt/index.html

http://www.snc.edu/career/docs/internationaljobsearch.pdf

### **Teach Abroad Books**

Opportunities in Teaching English to Speakers of Other Languages by Blythe Camenson. McGraw-Hill, 1995.

**Teaching English in Asia: Finding a job and doing it well** by Galen Harris Valle. Pacific View PR, 1995.

### Au Pair Abroad Websites

AuPair.com - http://www.aupair.com/

The International Au Pair Association - <a href="http://www.iapa.org/Docs/index/index.php4">http://www.iapa.org/Docs/index/index.php4</a>

GreatAuPair.com - <a href="http://www.greataupair.com/">http://www.greataupair.com/</a>

EurAuPair - http://www.euraupair.com/

Au Pair International - http://www.aupairint.com/

Au Pair in Europe - http://www.planetaupair.com/aupaireng.htm

Transitions Abroad -

http://www.transitionsabroad.com/publications/workabroad/articles/workasaupairineurope.shtml

Viviene - http://www.viviene-travel.com/au-pair-nanny-in-europe/

International Au Pair Organisation - http://www.au-pair.org/family/europe.asp

Fée Rêvée - <a href="http://www.fee-revee.com/deveniraupere-etranger">http://www.fee-revee.com/deveniraupere-etranger</a> en.php

### **Au Pair Books**

The Au Pair & Nanny's Guide to Working Abroad by Susan Griffith and Sharon Legg. Vacation-Work, 1993.