Faculty-Led Programs Intern

Position Overview

- Unpaid
- Approximately 10 - 12 hours per week (flexible)
- Fall or Spring: Start date is first week of class and end date is last week of class
- Summer: State date and end date is flexible
- Between the hours of 8a - 5p, M-F, with occasional after hours work

Required Skills

- Strong computer technical skills
- Strong written communication skills
- Ability to multitask
- Ability to work independently with minimal supervision
- Project management skills
- Public Speaking

Preferred Skills

- Strong Microsoft Office (Word, Excel, PPT) skills or the Google equivalents (docs, sheets, slides)
- Experience editing website content (Drupal)

Responsibilities

This position will assist the Faculty Led Programs team with a variety of administrative tasks and projects to support UNC Charlotte's faculty-led study abroad programming. Tasks and projects are cyclical and may vary for each term, but examples of tasks include:

- Creating online and marketing materials for programs
- Developing, editing, and implementing online processes and information in office database
- Creating and designing website content
- Review, editing, and development of written resources (e.g. handbooks, orientation materials, etc.)
- Creating and designing marketing materials and emails for prospective students
- Corresponding with prospective or active faculty-led program participants
- Developing and managing assessment questionnaires for faculty and student feedback.
- Pulling and analyzing data and creating reports related to faculty-led programming
- May be asked to assist with presentations, orientations, events, etc. as needed.

Strong technical skills, and strong writing skills, are highly desired for this position.