



CSHPE Internship Job Description

2023-2024

Program/office name: Ross Global Initiatives
 Intern's job title: Project Coordinator
 Office location/address: Ross Blau Building, Kresge 3510
 Website: <http://michiganross.umich.edu/programs/global-student-experiences>
 Name of supervisor and pronouns: Kiali Curtis (she/her/hers)
 How students should address their cover letter: Dear Kiali
 Supervisor phone number and email address: kiali@umich.edu, 734.764.4604
 On-campus at the University of Michigan or off-campus? Hybrid
 Hourly salary: \$18
 Number of hours per week (must be 10-20 hours per week): 15
 Approximate percentage of time working directly with students: 80%
 Approximate percentage of time working remotely/virtually: 25%
 Is work study required? No
 Approximate start and end date: Late August 2023 to Late April 2024

Type of internship:

- ☒ Student Affairs or Services (e.g., admissions, academic advising, student programs, etc. that are student-facing or support student-facing work)
☒ Higher Education Administration (e.g., program management, general project coordination, etc.)
☐ Research/Assessment/Evaluation
☐ Other: _____

As an intern, you will gain experience in or exposure to the following areas:

	High	Medium	Low	None
Advising (Academic advising)			X	
Advising (Student advising of non-academic issues)	X		X	
Academic Program Management			X	
Admissions/Recruitment		X		
Alumni Relationship-Building		X		
Assessment/Program Evaluation		X		
Budget Management				X
Career Services				X
Crisis Management			X	
Curriculum Development or Support				X
Event Planning	X			
Faculty Support				X
Focus on Diversity, Equity, and Inclusion (DEI)		X		
Focus on Social Justice Issues			X	
Fundraising/Development				X
Grant Writing				X
International or Global Education/Study Abroad	X			
Living-Learning Community/Housing				X
Marketing/Communications	X			

Public Speaking	X			
Research			X	
Service Learning/Civic Engagement				X
Student Activities/ Co-Curricular Programming	X			
Supervision				X
Teaching/Group Facilitation				X
Staff/Personnel Development or HR support				X
Other:				

Job description:

Looking for a high-level graduate intern to work 10-15 hours/week with the Ross Global Initiatives. Duties will include program advising for incoming and outgoing exchange students, special projects in the area of student development and preparing students for global experiences, planning and executing workshops, marketing, data management, and event planning anticipated. Ideal candidates have a personable demeanor to interact with various stakeholders, a strong interest in student development, and polished writing and analytical skills. Excellent facility with Google Suite is a must. International experience and second language ability are strongly preferred, but not required.

This internship is ideal for those who are interested in which areas of higher education?

This internship is ideal for a candidate looking to be involved in international education and international strategy in higher education.

What skills/knowledge will the intern gain from this internship?

You can expect a lot of opportunity to grow in the areas of project management and helping to maximize the work of a fast-paced office with a growing portfolio of responsibility. You can also expect to learn a lot in the areas of communication, research and data management, teamwork and multi-tasking. Lastly, you will certainly gain knowledge of the inner workings of international education, study abroad, and collaborations abroad.

What are the benefits of working here?

Ross Global Initiatives manages global experiences for both graduate and undergraduate students at the business school, and also works on international strategy and collaborations. We have a very wide view of global education at Ross, and work with almost every department across the school, and many units and schools across campus. Our team has gained an excellent reputation for producing quality global experiences, as well as for working efficiently and positively with our international partners, students, colleagues at the UM, and other stakeholders. One of the major benefits of working here are talented teammates; you'll have the opportunity to learn a lot. We can also offer a flexible work schedule. We work hard and we love what we do.

How do you describe your work style as a supervisor?

I have a collaborative and creative work style. I love to question the status quo and expect my colleagues to approach problems with a sense of inquisitiveness. I do not micromanage my direct reports' responsibilities and expect them to bring their own resources and creativity to the role, in addition to the direction that I give, to accomplish the tasks at hand. I deeply appreciate a sense of humor, initiative, honesty, and the ability to navigate ambiguity.

What are work expectations?

Our work environment is not always clear cut; it is the nature of working in global education. If you are flexible and comfortable with a degree of ambiguity, that will help on our team. I also expect that an intern would expect to be given some direction and then he or she would bring their own resources to the table to help accomplish the work. In other words, the work is not typically rote; it necessitates creativity, problem solving, questioning, and persistence.