

**The ACTR Summer Research Intern:
Research, Applied Technologies, and Advocacy Support (Summer 2025)**

Description of the internship (assisting the ACTR Advocacy Subcommittee):

The 2025 Summer ACTR intern will support the ACTR Board of Directors in working directly with the ACTR Advocacy Subcommittee to brainstorm, create, design, update, and advertise the promotional materials and short videos to advocate for studying Russian in the contemporary world. The intern will also support the ACTR webmaster in maintaining the website pages and social media accounts used to promote these materials. The intern will present the finished projects at the ACTR Board meeting in September 2025.

**Key Responsibilities of the Student Internship for Advocacy Subcommittee for
Summer 2025:**

1. Work closely with the Advocacy Subcommittee to understand the existing initiatives and work-in-progress. On each project, the intern will be closely mentored by and work in collaboration with the chair of the Advocacy subcommittee and other committee members charged with the project. The subcommittee chair will create and communicate action steps for the work, weekly goals, and will monitor progress and be available for guidance by email and through additional zoom meetings.
2. Provide content to and coordinate with the webmaster for posting it on social media and the website.
3. Together with the Advocacy Subcommittee, brainstorm to identify best Advocacy strategies and practices, appealing to the current generation of students and administrators.
4. Create promotional Advocacy and promotional fliers to advertise benefits of studying Russian and ACTR events, collecting the required information and using Canva. The committee chair and members will provide training on Canva if needed.
5. Provide the webmaster with promotional materials to be posted on social media.
6. Using Camtasia, create and edit short promotional videos based on the video interviews conducted in 2024. The intern will watch the existing videos, read their outlines, select the required excerpts for each topic, and present short scenarios. Here are the topics for the short videos:
 - a. what I would have done differently;

- b. fellowships/scholarships/study abroad experience;
 - c. Russian for specific fields and jobs;
 - d. language journey: challenges and victories;
 - e. Exploring cultural identity through Russian (heritage speakers);
 - f. Benefits of knowing Russian;
 - g. Celebrities who speak Russian.
7. Present each draft video of the Advocacy committee to receive feedback before completing the final video.
 8. Place the short videos on the ACTR YouTube, website, and other social media platforms. Create promotional materials to advertise the videos.
 9. Provide weekly progress report statements and submit the hours to the committee chair and to the ACTR President.
 10. Present the finished projects to the ACTR Board during the September Board meeting.

How will your organization support the intern through mentorship, professional development, and/or other opportunities for growth?

The intern will be closely mentored by and work in collaboration on each project with the chair and other members of the ACTR Advocacy subcommittee charged with the project. The chair will oversee the training and work on the current Advocacy projects; the webmaster will provide training and support on webpage editing and maintenance. There will be an orientation meeting for each project with resources (training videos, demonstrations, and documents) provided. The Advocacy subcommittee chair will create and communicate action steps for the work, weekly goals, and will monitor progress and be available for guidance by email and through additional zoom meetings. The intern will provide weekly progress report statements and submit the hours to the committee chair and to the ACTR President. Through collaboration with a number of members of the ACTR Board of Directors, on many ACTR projects, the intern will gain:

1. More comprehensive knowledge of the professional organizations associated with the field of Slavic studies and a variety of employment and internship opportunities in the field;
2. Training and mentoring on best practices in the creation of innovative online Russian language promotional materials;
3. Exposure to current topics, methodologies, advocacy practices and materials, and lead practitioners in the teaching of Russian as a second language;
4. Training and practice in the use of technology tools to create visual promotional materials, including the working experience with Canva, and Camtasia;

5. The opportunity to increase personal professional networks by working closely with a number of the members of the ACTR Board of Directors on special projects and through outreach to other leading Russian language instructors.

*Interns with advanced oral proficiency may elect to communicate with the Advocacy subcommittee chair on this project in Russian, if preferred, to gain experience in using Russian in the workplace.

The Selection Process:

The solicitation of application: January 15-March 1

Application submission deadline: (a resume and an application form): March 1

Review of application and notification of the first pool of candidates: by March 15

Finalist interviews: March 17-21

Notification of the finalist(s): by March 24

Additional Comments:

What applicant typically must provide to their institution in seeking funding for an unpaid internship:

Details about host organization and the length of internship (must be at least 8 weeks and 240 hours - 30 hours per week)

A budget that includes costs associated with the internship

An internship proposal

Please describe in detail:

- a) the organization's description and mission;
- b) your responsibilities and projects as an intern;
- c) the supervision you will receive; and,
- d) what contributions you hope to make to the organization as an intern.

A personal statement

Please describe in detail

- a) your preparation for the proposed internship;
- b) what you hope to learn from the experience; and,
- c) how the experience will enhance your academic, personal, and professional goals.

Other tasks that the intern may have:

- Do research and collect information regarding Russian community programs
- Create an independent, student-driven project
- Provide undergraduate perspective for advocacy, Russian program promotions