

CDCI Site Description Form

Contact Information

CDCI Internship Listing Information

This description is for a 4 credit internship (120 hours) per semester. The intern must commit to both fall 2016 and spring 2017, totaling 8 credits of internship over the year. Please note that students at Binghamton University cannot count more than 8 credits of internship towards their degree. The intern may fulfill his or her commitment on a volunteer basis for the spring 2017 semester.

Organization Name: Binghamton University Office of International Programs
Contact Name: Amber Jennings
Contact Title: Study Abroad Coordinator
Address: Binghamton University Office of International Programs, P.O. Box 6000
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URL: Binghamton.edu/oip

Organization Description: The Office of International Programs (OIP) administers Binghamton's study abroad and international exchange programs and Dual-Diploma Program with Turkey. We also support the University's internationalization efforts and can direct students to other resources on campus to further their international education.

Internship Title: Study Abroad Ambassador Program Manager

Description: The Study Abroad Ambassador Program Manager will be responsible for overseeing the study abroad ambassador program. Tasks per semester include:

- Participate in training with the previous Study Abroad Program Manager
- Prep and lead (under staff supervision) mandatory training session for new Ambassadors
- Create the Ambassador schedule and keep it up to date
- Manage the Ambassador email account and all communications between OIP and the Ambassadors
- Schedule study abroad information sessions and tabling opportunities to be led by Ambassadors
- Prep and lead (under staff supervision) 4 90-minute monthly meetings for extended training, team building, and reflection on your experience abroad as well as the experiences of your Ambassador peers
- Lead make-up meetings (if necessary) for Ambassadors unable to attend the monthly meeting
- Table and present at OIP information sessions and fairs, the University Downtown Center, and other university events
- Proactively initiate new efforts for enhancing the effectiveness of the Ambassador program on a continuous basis

The above tasks will compile approximately 7 hours/week of work. The Study Abroad Ambassador Program Manager will also be required to attend a weekly standing meeting with the supervisor and a seminar course through the CDCI program that will require academic work. The total number of hours required is 120 per semester- for 4 credits of internship. The student must be able to "flex" hours as needed. A greater amount of hours will need to be committed to the internship in the beginning of the semester.

Requirements: Experience studying abroad.

Preferred qualifications: Ability to master information on study abroad procedures quickly, in order to train others. Excellent communication and organizational skills. Enthusiasm, confidence, and ambition.

Major/student status preferred: Any major/sophomores or above.

To apply: Please e-mail cover letter to Amber Jennings, Study Abroad Coordinator: ajenning@binghamton.edu no later than Friday, July 15th. You will be contacted for an interview if your application is considered.