

**Mount Ida College  
International Student Affairs Office  
Internship Request**

1. Brief description of the organization: [www.mountida.edu](http://www.mountida.edu)
2. Brief description of the tasks the intern will be performing:
  - a. Coordinate the Study Abroad Fair – (October/February)
  - b. Offer two programs/month for international students (and others)
  - c. Create a handbook for short-term faculty-led study abroad
  - d. Assist with International Student Orientation
3. Location of internship- Mount Ida College, 777 Dedham Street, Newton  
free shuttle bus from Newton Center on the D Green line
4. Desired qualifications of intern
  - a. self-starter
  - b. creative
  - c. detail oriented
  - d. sense of humor
5. Start/end dates: mid-August-mid-December- 2 days/10 hours per week
6. Remuneration – unpaid
7. Perks
  - a. Free parking
  - b. Free lunch two days/per week
  - c. Mount Ida College email
  - d. Mount Ida College ID
8. Name/Contact info of supervisor  
Jane Howard, Director  
International Student Affairs  
Mount Ida College  
777 Dedham Street  
Newton, MA 02459  
617-928-4624 tel  
617-928-4613 fax  
[jhoward@mountida.edu](mailto:jhoward@mountida.edu)