Office of Internationalization & Global Engagement

Graduate Intern for Internationalization & Global Engagement

The office of Internationalization & Global Engagement is seeking an intern for the Summer/Fall 2019 Semester, starting in August. The intern will primarily assist the Associate Director of English Language Learning (ELL) in a longitudinal ELL support assessment analysis and report; other opportunities to work with co-curricular and international education week events are possible. This position is paid $12/hour.

Global Engagement is one of the five core strategies of the College's strategic plan. The Office of Internationalization & Global Engagement (IGE) is charged with fulfilling that goal by utilizing Emerson’s collective talent, energy, human and financial resources to support compelling transformation and change in international education across disciplines and around the world.

Primary Duties

- Maintain a consistent schedule of 10-15 hours per week
- Collate ELL assessment data from hard copies and Excel sheets
- Organize and categorize assessment materials
- Combine data from various support offices and the ELL program into Excel documents
- Produce data-analysis output charts for reports
- Assist with marketing ELL courses and outreach to students, staff, and faculty for the ELL Program
- Assist with international student co-curricular events
- Assist with undergraduate English language assessment in the fall 2019
- Perform various office and administrative duties as needed ELL
- Attend staff meetings and professional development programs as appropriate

Preferred Qualities and Skills

- Graphic design and social media skills
- Flexible and self-motivated
- Expertise in MS Office, Excel and Google Docs/Drive
- Capable of producing data analysis reports from Excel a must
- Prior experience teaching or working with international students
- Education abroad experience
- Excellent cross-cultural communication skills
- Foreign language skills a plus!

Professional Development


To apply, please submit a cover letter and resume to jeremy_heflin@emerson.edu