Iraqi Young Leaders Exchange Program Summer 2011 Internship

PROGRAM DESCRIPTION:
The Iraqi Young Leaders Exchange Program (IYLEP) is funded by the Embassy of the United States in Baghdad, and implemented by the Academy for Educational Development and Virginia Commonwealth University (VCU). IYLEP enables twenty-five outstanding undergraduate students from Iraq to participate in a six-week intensive academic summer program on VCU’s Monroe Park Campus, focusing on themes of social media networking, community engagement, leadership development, and conflict resolution.

INTERN POSITION DESCRIPTION:
The Global Education Office (GEO) is looking for interns to assist the IYLEP Director from June 26 – August 6, 2010. Interns serve a strategic role in the development and implementation of these unique, cross-cultural experiences. Through personal interactions with international students, interns identify the interests and needs of students, develop responsive action plans, and work with other interns and the Program Director to facilitate positive interactions between international students and the VCU and Richmond communities. Interns are responsible for facilitating leadership development, team-building, and conflict resolution workshops and activities throughout the summer. In addition, they will partner with the Iraqi students to lead a community engagement initiative that utilizes the skills they’ve built. Interns may receive internship credit and/or a $1,500 stipend for their work.

GENERAL RESPONSIBILITIES INCLUDE BUT NOT LIMITED TO:
- Mandatory attendance at an Intern Training Workshop, weekly staff meetings throughout the duration of the program, and several overnight trips with the students.
- Initiate contact, make introductions, and stimulate conversations among participants.
- Highlight VCU’s spirit and tradition, academic expectations, campus life, and promote resources available.
- Encourage students to ask questions, participate in discussions, and engage in building relationships with other students, faculty, and staff.
- Identify and develop strategies to assist participants in the resolution of problems.
- Plan, implement, and evaluate numerous activities (including community service, educational programs, small group activities, and large-scale social events).

QUALIFICATIONS:
- Demonstrate cultural sensitivity, personal maturity, responsibility, and discretion.
- Must have a flexible schedule and be available to work full-time, including some evenings and weekends.
- Possess strong leadership skills and ability to adapt easily to change.
- Must have a valid driver’s license and provide department of motor vehicles (DMV) driving record.

APPLICATION PROCESS:
*SUBMIT COVER LETTER, RESUME & REFERENCES, AND PRINTED VCU JOBS APPLICATION (WHERE APPLICABLE) TO AMANDA DAVIS BY FEB. 25, 2011. INTERVIEWS WILL TAKE PLACE IN EARLY MARCH.*
- COVER LETTER: Write a cover letter discussing your interest in being an Iraqi Young Leaders Exchange Program intern and any related experience.
- RESUME & REFERENCES: Submit a resume detailing your qualifications as they relate to the internship description. Include the names and contact information for three references.
- ONLINE APPLICATION: Go to [www.vcujobs.com](http://www.vcujobs.com), click “Create Application” on left side of screen, and select “Student Application.” Complete, print, sign, and return the application to Amanda Davis (accompanied by the resume and cover letter).
  - There is no specific job posting for GEO internships. Just fill out the generic application.
  - If you are currently employed at VCU, you do not need to fill out this application.
- DRIVING RECORD: If selected for an interview, you will also be asked to provide a driving record from the Department of Motor Vehicles.

Contact Amanda Davis (davisak6@vcu.edu, 804-828-8792, Franklin St. Gym Room 108) with any questions!