VCU GLOBAL EDUCATION OFFICE SEEKS SPANISH-SPEAKING INTERNS FOR SUMMER 2012 PROGRAM INVOLVING STUDENTS FROM MEXICO AND GUATEMALA

SUSI PROGRAM DESCRIPTION
The Study of the US Institutes (SUSI) for Student Leaders program is sponsored by the US Department of State in collaboration with FHI360 and Virginia Commonwealth University. SUSI engages future civic, professional, and political leaders from Mexico and Guatemala in an exchange experience that fosters greater mutual understanding while helping them develop academically and professionally. The program will also include a leadership component, a community service activity, and an educational travel experience within the United States, integrating academic study with practical learning opportunities and community engagement. Students will gain a greater understanding of the United States as they explore the role and influence of key principles and values in American society, such as democracy, rule of law, individual rights, freedom of expression, equality, diversity, and tolerance.

SUSI INTERN POSITION DESCRIPTION:
The Global Education Office (GEO) is looking for SPANISH-SPEAKING interns to assist the SUSI Director from late June through early August with this program. Interns serve a strategic role in the development and implementation of this unique, cross-cultural experience. Through personal interactions with Mexican and Guatemalan students, interns identify the interests and needs of students, develop programming, and work with other interns and the Program Director to facilitate positive interactions between the students and the VCU and Richmond communities. Interns are responsible for facilitating leadership development and team-building workshops and other activities throughout the summer. In addition, they will partner with the international students to lead a community engagement initiative that utilizes the skills they've built. Interns may receive internship credit and a stipend for their work. All program activities will be conducted in Spanish.

GENERAL RESPONSIBILITIES INCLUDE BUT NOT LIMITED TO:
- Mandatory attendance at an Intern Training Workshop in June, 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:
- Native fluency or high level proficiency in Spanish required.
- Undergraduate or graduate students who demonstrate maturity and professionalism.
Cultural sensitivity, 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 NO LATER THAN MARCH 30, 2012. INTERVIEWS WILL TAKE PLACE IN EARLY MAY.

- COVER LETTER: Write a cover letter discussing your interest in being a SUSI 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, 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).
Note: There is no specific job posting for this internship. 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!