



International Internship Job Description Form			
Job Title:	Internship	Dates:	September – December 2019
Company Name:	MacEwan University		
Department:	MacEwan International	Flexible on Dates?	Yes
Contact Information (<i>Contact Information will Not be Shown on the Job Posting</i>)			
Supervisor's Name:	Nina Delling	HR Contact's Name:	
Supervisor's Title:	Education Abroad Advisor	HR Contact's Title:	
Supervisor's Phone #:	780.497.5026	HR Contact's Phone #:	
Supervisor's Email:	dellingn@macewan.ca	HR Contact's Email:	
Company Information			
Address:	10700 104 Ave NW, Edmonton, AB T5J 4S2	Company Website:	www.macewan.ca/
About the Company:	MacEwan University, a government funded public institution located in the city of Edmonton, has a reputation for providing quality, affordable, student-centred education with small classes and individualized instruction. It offers a wide range of education and career pathways to more than 12,000 full-time students. MacEwan International provides leadership to the university in internationalization, preparing all students, faculty and staff to succeed in and contribute to a global society and economy. Among MacEwan International's responsibilities are: recruiting and providing support and services for international students; promoting opportunities for students and staff to study or work abroad; and building relationships around the world.		
Job Description			
Roles and Responsibilities:	This position supports planning and organization of MacEwan International's initiatives, particularly in the Education Abroad area. It is the expectation of MacEwan International that the intern student will be available working on a number of projects for the upcoming year. The successful applicant will undertake general tasks in the MacEwan International office, which may include but are not limited to conducting info sessions, maintaining databases, organizing volunteers, support marketing strategies, provide background research for advisors and units, and welcome students to the office, and provide administration support for various internal processes.		
Qualifications			
Preferred Skills:	<ul style="list-style-type: none"> • Excellent English verbal and written communication skills • Strong intercultural communication skills • Strong work ethic and demonstrated ability to work independently and in a team • Proficient in Microsoft Office applications and experience in document layout • Experience in database management 		



Academic Background:	Suitable fields such as: <ul style="list-style-type: none">• education• international relations• business• communication• marketing• political science• humanities
Other Qualifications:	<ul style="list-style-type: none">• Willingness to learn and show initiative• Keen interest in international relations and other cultures• Excellent organization and time management skills
Remuneration:	
Compensation or Financial Assistance:	\$16.70/hour
Other Benefits:	MacEwan Staff Association membership
Additional Information:	
Hours of work:	Hours of work are 8:30 – 4:30 Monday - Friday and 35 hours per week.
Performance Expectations:	<ul style="list-style-type: none">• Conduct in a professional manner in person, over the phone, email or any other media platform when representing MacEwan International• Work collaboratively with others and treat everyone with respect• Adhere to institutional privacy and personal information guidelines• Provide a report at the end of the internship• Goals will be set at the beginning of internship and evaluated at its conclusion. A letter of reference may be provided at the intern's request.
Mentorship Provided	<ul style="list-style-type: none">• Mentorship and guidance will be given to the internship by MacEwan staff.