

Information Sheet for Internship Offers

(to be submitted by host university for each internship placement available)

Information Sheet Internship Offer Form

<p><u>Name of internship host institution</u></p> <p>James Madison University</p>
<p><u>Number of placements</u></p> <p>Two (2)</p>
<p><u>Benefits to interns from within the INU (for example: free housing, scholarship, food, flight, etc.)</u></p> <p>The program will provide transportation to and from the Washington D.C. airport, housing (shared bedroom), most meals, and costs associated with field trips and cultural events. Student is responsible for his or her own airfare to Washington Dulles Airport, any costs associated with visa/travel document, and personal expenses.</p>
<p><u>Internship duration and/or dates (Jan-Dec)</u></p> <p>June 27, 2019 – July 27, 2019</p> <p>JMU Cross-Cultural Program dates are June 30, 2019 – July 27, 2019. Interns will be expected to arrive in the United States on Thursday, June 27th (three days before the beginning of the program) to assist with orientation and set up. Departure is July 27th.</p>
<p><u>Internship position (e.g., communications intern, office support intern, cross-cultural program intern, chemistry lab intern, etc.)</u></p> <p>JMU Cross-Cultural Program Intern</p>
<p><u>Internship placement (department if applicable)</u></p> <p>Center for Global Engagement</p>
<p><u>Tasks to be performed (if possible to describe)</u></p> <ul style="list-style-type: none"> • Airport pick up and drop off • Assist in program orientation • Prepare and coordinate social activities in the residence hall • Assist and participate in cultural events and field trips • Provide logistic and office support for CCP • Serve as a liaison between participants and staff • Complete additional assignments as requested
<p><u>Intern qualifications requirements</u></p> <p>Expected skills include but are not limited to experience with Microsoft Office and social media; strong verbal and written communication in English; strong problem solving skills; taking initiative; commitment to being punctual, reliable and professional.</p>

Language requirements

Fluency in English language is a must. Knowledge of other language(s) is helpful since participants come from around the world.

Documentation requirements (including endorsement letter)

Interested students can find information about the program and link to the internship application here: <https://www.jmu.edu/global/abroad/programs/jmu-cross-cultural-program.shtml>.

In addition to providing personal information and answering two questions related to interest in the internship position, student will be asked to upload two files:

- Resume (PDF or Word file)
- Letter of support/endorsement from home institution (PDF or Word file)

Application dates open between xx and xx

February 1-28, 2019

Submission of application (email address)

Application link is available on the JMU Cross-Cultural Program web page: <https://www.jmu.edu/global/abroad/programs/jmu-cross-cultural-program.shtml>.

Contact details

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If you have any questions or queries about the internships programme please contact the INU office:
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