



University of Pittsburgh

*Division of Student Affairs
Office of Inclusion & Belonging*

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Global Ties website: <https://www.studentaffairs.pitt.edu/office-of-inclusion-and-belonging/international/>

Please send an email to Kyoungah Lee (KYL25@pitt.edu) with your resume if you are interested in this position.

AY 2022-2023 Graduate Internship Information:

1. Institution: University of Pittsburgh
2. Office: Office of Inclusion & Belonging
3. Internship Title: Global Ties Graduate Intern
4. Supervisor name and email: Kyoungah Lee; KYL25@pitt.edu
 - Compensation: \$15/hour. 10 hours/week (flexible). \$600/month
5. Appointment start and end dates: Summer 2023 or Fall 2023 - April 2024 or July 2024
6. Tentative hours specified per week. Subject to change.
7. Working format: hybrid: virtual and in-person (flexible)
8. Background/mission of the division, office, department, etc.:

The Office of Inclusion & Belonging (OIB) aim to build integrated, interactive, intersectional, and innovative ecosystems of student identity, equity, and well-being that impacts University culture, climate, and community. Through intentional programming, informative professional & policy development, and strategic student engagement, we are committed to staying aware of student needs, inspiring our stakeholders to do their work through a lens of Inclusion & Belonging and equipping our campus and community partners to see and serve the whole student with integrity and empathy. OIB is located on the 6th Floor of the William Pitt Union.

The Global Ties Program is committed to welcoming our new undergraduate international students into Pitt's campus community and fostering a true sense of belonging and support. Global Ties was created as a means to cultivate a more inclusive campus for undergraduate international students in a manner that is relevant and specific to their needs.

Along with the OIB, Global Ties aims to facilitate the holistic learning and development of the University of Pittsburgh community by providing opportunities for students, faculty, and staff to deepen their cultural awareness and understanding. In addition, Global Ties is committed to the development of global leadership and a strong sense of civic responsibility.

9. Responsibilities of the internship

The Global Ties Graduate Internship provides a valuable opportunity for a student in a master's program who is interested in learning more about international programming for both domestic and international students.

The Global Ties Graduate Intern will support in the following ways:

- Mainly focus on **new initiatives** to develop support programs for international students as Global Ties program is growing

Sometimes will help with:

- Train and mentor 18 Global Ties Mentors (GTM - undergraduate student leaders), such as by facilitating workshops and meeting one-on-one with GTMs
- Facilitate off & on-campus training for GTMs
- Manage tracking systems for GTMs' office hours, mentee reports, and event hours
- Maintain Global Ties website
- Support events and programs in Fall and Spring semesters
- Communicate with university and external partners
- Produce marketing materials
- Prepare international orientation for ~400 new international students in fall and ~50 students in spring
- Design and implement assessment strategy
- Help manage International Associates Program to place first-year international students in on-campus positions and support their professional development through workshops
- Stay up-to-date with relevant literature related to international student support, international education, world events, etc.
- Other projects as assigned

Additional Requirements:

- Must be able to work during regular business hours (M-F 9am-5pm) and some evenings/weekend
- Must be sensitive and have an understanding of different cultural communication and values as this is a program that attracts students from around the world
- Must have strong attention to detail and organization skills