Job: International Studies Major Communications Intern

Pay: $9.50 per hour  
Posted: 03/14/19  
Deadline: 03/25/19  

Number of Positions: 1  

Employer: International Studies Major/ Institute for Regional and International Studies (IRIS)  
Unit: International Division  
Location: 333 Ingraham Hall  

Contact Information:  
Name: Molly Donnellan  
Email Address: molly.donnellan@wisc.edu  
Address: 332 Ingraham Hall  
Primary Phone: 608-262-8431  

Hours:  
8-10 hours per week.  

Employment Dates: This position is for the Fall 2019 semester with the possibility of extension into the Spring 2019 semester dependent on funding and availability. The job will start the week before Fall semester begins.  

Responsibilities will include the following:  
Work with the International Studies Major (ISM) and IRIS to provide friendly, professional, and timely office support that includes but is not limited to the following tasks.  
• Greet guests and provide front desk support for ISM including answering student queries, phone calls, and directing those seeking advising to the appropriate unit.  
• Assist the ISM Advisor in publicizing programs and arranging logistics.  
• Maintain the ISM website (Wordpress), including writing blog posts, updating event information and newsletters, and creating alumni profiles.  
• Advertise campus events to the ISM via social media postings.  
• Grow and develop the ISM social media presence.  
• Participate in ISM outreach activities (e.g., Majors Fair).  
• Maintain and expand alumni database and connections.  
• Research and interview ISM alumni and write profiles.
• Interview UW-Madison career and internship support services and write stories of interest to current students. Communicate the benefits of the International Studies Major to current and prospective students.
• Collaborate with staff team members in planning student outreach events.
• Plan, compose, and maintain a weekly newsletter via Mailchimp database.
• Assist the ISM Advisor with maintaining course lists.
• Design flyers, graphics, e-vites and other marketing material for events hosted by ISM.
• Support IRIS programming and reporting as needed.
• Maintain clean and welcoming office aesthetic.
• Other duties as assigned.

The successful candidate will:
• Be able to manage multiple projects simultaneously.
• Possess attention to detail and strong organizational skills essential.
• Have strong intercultural communication skills.
• Have strong written communication skills.
• Be committed to confidentiality with regard to student records
• Have experience and comfort with Microsoft Office software
• Be familiar with the Wordpress platform
• Be familiar with Facebook and other social media platforms
• Be friendly, timely, able to learn, and interested in helping with new tasks

Preferred Qualifications:
• Declared International Studies Major in good academic standing.

Academic success is our priority; students must have a 2.5 GPA or higher to apply.

Application Process:
Email a cover letter, resume, and contact information for three references as ONE PDF to molly.donnellan@wisc.edu.

The application deadline is 3/25/19

If you are currently studying abroad, we are happy to schedule a skype interview.

UW Madison is an equal opportunity employer.