



Position Title	Communications Intern
Department	Communications
Reports To	Director of Communications and Strategic Partnerships
Status	Non-exempt, part-time (approximately 28 hours per week)
Compensation	\$10/hour
Internship dates	June–August (or <b>December 2017</b> if interested in continuing through the fall).
Location	Arlington, Virginia (Rosslyn)

Do you have an interest in working in the field of international education? Do you want to support a non-profit organization in fulfilling its mission to provide rewarding study abroad experiences to students from around the world? Then this internship may be for you.

ISEP is looking for an energetic part-time intern to support its Communications division. This internship is important to the implementation of ISEP's communications objectives and to the development of strategic partnerships to increase access and affordability of study abroad for ISEP students.

Responsibilities include, but are not limited to:

- Under the guidance of the Director of Communications and Strategic Partnerships, draft and edit external communications for strategic partnerships, industry publications, and events.
- Assist in the development of member communications to ensure ISEP stakeholders are current on ISEP's program services and ISEP's 2017 conference and potential partnerships.
- Develop and implement a communications plan supporting ISEP scholarships. Audiences include students, alumni, ISEP members, industry and strategic partners.
- Collaborate with ISEP's Marketing Department to develop print materials supporting ISEP membership, and assist with drafting communications for traditional and social media.
- Draft and edit newsletters and presentations for members and new strategic partnerships.
- Support the Director of Communications and Strategic Partnerships on projects for inbound international scholars in the fields of science, engineering and human rights.
- Complete research projects on study abroad industry topics for the Office of the President.
- Collaboratively develop session proposals for industry conferences, including NAFSA, AIEA, Diversity Abroad, and the Forum on Education Abroad.
- Respond to inquiries from students and member institutions regarding ISEP programs and services.

Qualified candidates will have excellent research skills, exceptional attention to detail, and experience with providing outstanding customer service. This internship is geared towards candidates who are self-directed, proactive, and that enjoy working independently without extensive oversight. Graduate level work in International Education is strongly preferred. Candidates should be prepared to accompany Director of Communications and Strategic Partnerships to external meetings.

At the conclusion of the internship, the incumbent will have a portfolio of work that can be shared with external audiences.

### **About ISEP**

ISEP is a non-profit educational community dedicated to helping students overcome academic and financial barriers to study abroad. Made of up 328 member colleges and universities from around the world, we work together to help provide students access to affordable, high-quality programs, that in return, help develop culturally sensitive skill sets needed for today's global workforce.

### **To apply for this internship**

- Submit a resume, brief writing sample (maximum 500 words), and a cover letter outlining your interest in ISEP and your qualifications for this internship.
- Send your submission to [careers@isep.org](mailto:careers@isep.org) with the subject line: "ISEP Communications Intern – Summer 2017"
- Application deadline: April 14.

ISEP is an equal opportunity employer (EOE). We strongly support diversity in the workforce.