INTERNSHIP AND JOB DESCRIPTION

Position Title:
International Folk Fair Intern

Company Information:
Center for International Education
Schofield 3
www.uwec.edu/cie

International Folk Fair website:
http://www.uwec.edu/CIE/divisions/services/students/cultural/folkfair.htm

Contact Person:
Maria Carvalho, International Student Adviser
carvalmc@uwec.edu

Position Summary:
The International Folk Fair Intern will work on an interdisciplinary team to re-design promotional materials for the International Folk Fair, develop a marketing plan, and work with student organizations and community groups. The internship will be during the spring semester and could include summer and/or fall. Internship may be counted for course credit and/or service-learning.

Applicants do not need to have experience in all of these areas, but rather experience in one or two areas.

Job Duties and Responsibilities:
- Work towards developing a marketing and advertising plan that incorporates new design elements for the International Folk Fair
- Complete projects as assigned by designated deadlines
- Stay connected between meetings via email, phone, and web-based project management programs
- Collaborate for an hour in-person each week

Qualifications:
- Collaborative team player who is organized, detail oriented, with good time-management skills
- Good written and oral communication skills
- Strong interpersonal skills
- Knowledge of and experience with multimedia
- Knowledge or interest in international education, multicultural affairs, foreign languages, ESL/TEFL or event planning is a plus
- A major, minor, or experience in graphic design, event planning, marketing, advertising, and/or outreach

Benefits:
Internship is unpaid, but can be used towards course credit or service learning.

Application Instructions:
- Cover Letter
- Resume with two references

Deadline: March 15, 2014