Classroom Assistant/Activities Coordinator Internships
Intensive English Program (IEP), Summer 2014

UW-Eau Claire’s Center for International Education is offering two internship positions for the Summer Intensive English Program. The internships are from June 24th through August 12th, 2014.

RESPONSIBILITIES:
- Assist instructor in ESL courses
- Participate in Game Table on Mondays, Tuesdays, and Thursdays
- Coordinate and promote evening activities for students living on and off campus
- Hold “office hours” to tutor students and answer culture related questions
- Attend weekly instructor/staff meetings
- Participate in at least two co-curricular excursions and/or airport pickups
- Orient students to the university, Eau Claire community, and residence halls
- Attend all planning meetings prior to start of program and evaluation after the program

COMPENSATION:
Interns are expected to be available all weekdays and weekends from June 24th through August 12th, and live in the residence hall, to perform the responsibilities outlined above. Interns will receive a stipend of $2,000, and housing in Chancellors Hall.

QUALIFICATIONS:
1. TEFL/TESOL coursework or training required
2. Knowledge of a second language required
3. Interest in working with diverse groups of people
4. Junior standing as of June 1st, 2014
5. TEFL/TESOL field experience and professional development activities considered an asset

APPLICATION PROCEDURE:
To apply, you must submit the following:
- Cover letter
- Résumé/CV
- Names and contact information of three references.

You may email or send applications to:
Catherine Lee
UWEC – Center for International Education
Schofield 3
Eau Claire, WI 54702-4004
Phone: 715-836-4411
Email: thompse@uwec.edu

DEADLINE: Friday, March 28th, 2014 by 4:30 pm
To ensure consideration, completed applications must be received by the deadline. However, screening may continue until the positions are filled.