

Program Overview

Description

The internship program is designed to provide graduate students and recent graduates the opportunity to gain essential experiences within professional areas of Student Affairs/Student Services, a deeper understanding of higher education administration, and to acquire specific skill sets which will help prepare them for a career in the profession. Placements possibilities exist in six different professional areas within AUK including the Office of Admissions, the Office of the Dean of Student Support Services, the Office of the Registrar, Academic Advising Center, Learning Support Services, the Office of the Dean of Student Affairs, the Counseling Center, and the Office of Student Life (see supplemental pages for details). The selected interns will work primarily with the area unit leadership but will also have the opportunity to work with other professional staff across the division. Interns will be expected to work 40 hours a week between a primary placement (30hrs), and a secondary placement (10hrs), and may receive academic credit if agreed upon between the supervisor and the intern's college or university.

Placements will run in duration for 7-8 weeks. For the Spring Experience placements run from the second week of January through mid-March, and for the Summer Experience from early June through late July or early August depending on agreeable terms and scheduling needs. Start and end dates may be flexible. Compensation includes a \$2100 living stipend (prorated for durations less than 8 weeks) and a travel allowance of \$1200. Additionally, a fully-furnished apartment (shared accommodation) will be provided.

Eligibility:

- Graduate students currently enrolled in a Graduate Program with a specialization in college student personnel, higher education, or related fields preferred through the semester prior to the internship opportunity (*For Spring Experience through fall term, for Summer Experience through spring term*).
- Interns must be in good academic standing and have completed at least one year of their graduate program at the start of the internship.
- Strong interpersonal, written and oral communication skills required.
- Possess administrative, organizational, multi-tasking skills, and can work in a fast paced environment.
- Openness to learn about Middle Eastern culture, diverse populations, and/or the Arabic language.
- International travel or experience is preferred but not required.
- Ability to work well independently and as part of a team.

Selection Process:

Review of applications & the overall selection process will continue according to the following timeline:

SUMMER 2019

Oct. 8th, 2018

Nov. 7th

Nov. 11th-28th

Dec. 2nd-10th

Dec. 17th

Program details & selection process posted, applications made available

Deadline to submit completed application materials at midnight EST (electronically)

Applications reviewed by selection committee

Only selected candidates contacted for interview by phone or videoconference.

Finalists notified (once confirmed, all eligible applicants to be informed)

Application Materials:

- ☐ Completed application form
- ☐ Cover letter
- ☐ Current curriculum vitae/resume
- ☐ Letter of recommendation from a graduate supervisor or faculty member submitted directly via e-mail
- ☐ Graduate school transcript (official or unofficial) or verification of courses
- ☐ Responses to application questions (submitted as one document)

Application Materials, with the exception of recommendation letters, should be properly labeled, formatted, & sent as separate pdf files in one e-mail.

Interested candidates are requested to submit an application request through the AUK Graduate Internship webpage:

<http://www.auk.edu.kw/academics/international-programs/graduate-student-internships>

Please send completed applications and subsequent materials electronically *per the required submission guidelines* to stagradintern@auk.edu.kw by midnight EST on the designated deadline date noted above.

Graduate Internship –Summer 2019

Departmental Placement Overview

The American University of Kuwait is offering two graduate internships opportunities (Masters only) with placement possibilities within eight different professional units. The units include the following:

- Office of the Dean of Student Affairs,
- Office of Student Life,
- Counselling Center,
- Office of Admissions*,
- Office of the Dean of Academic Support Services,
- Office of the Registrar*,
- Academic Advising Center*,
- Learning Support Services*,

*Student Affairs units report to the Dean of Student Affairs. *Student Services units report to the Dean of Academic Support Services, with the exception of Admissions which reports to the Vice-President for Admissions & Public Affairs.*

Interns will be expected to work 40 hours a week between a primary placement (30hrs) and a secondary placement (10hrs) from the above six departments. The selected interns will work primarily with the area director in their professional area but will also have the opportunity to work with other professional staff across the institution. Please refer to the below descriptions for specific information on the responsibilities and opportunities available in each department.

Office of Admissions

Duties & Responsibilities:

Under the general supervision of the Director of Admissions, the intern will serve as a member of the admissions team engaging in activities designed to ensure the successful transition of prospective students. Responsibilities will include, but are not limited to, providing information about AUK and coaching prospects through the admissions process, responding to student and parent/guardian inquiries, assisting with the Student, Advisement & Registration process, and working with office staff on reviewing and updating admission documents and policies. In addition, the intern will participate in the planning and implementation of outreach events. Aside from the above, the intern will be expected to assist in daily operations of office tasks and provide customer service to students, staff, and faculty.

Skills/Knowledge to gain:

- Will gain an understanding of Kuwaiti college student culture & identify the factors which impact student selection and admissions protocol compared to those faced by US institutions.
- Will gain knowledge and an enhanced understanding of student choice theory as it relates to non-American prospective students.
- Will gain experience in implementing enrollment management strategies while enhancing ones understanding of admissions processes in an American university model environment.

Office of the Dean of Academic Support Services

Duties & Responsibilities:

Under the direct supervision of the Dean, assist in developing a profile for “Student Engagement at AUK” in terms relevant to Academic Support Services; identify methods for understanding AUK students’ attitudes toward and engagement with academic activities outside of the classroom; interview individuals from other units to gain knowledge about what other units across campus are doing to increase student engagement; research other universities’ (MENA & US) strategies for increasing student engagement and retention; survey and interview students in terms of attitudes toward and engagement with Academic Advising, Learning Support Services, and Office of the Registrar; identify aspects of Academic Support Services that contribute to student engagement, and areas in which Academic Support Services can significantly improve services or activities or redesign policies and procedures to engage students in meaningful and effective ways.

Skills/Knowledge to gain:

- Develop knowledge of the importance and impact of Kuwait’s local context on AUK’s structure and current policies/procedures governing each of the Academic Support Services: Academic Advising Center, Learning Support Services, and Registrar’s Office.
- Develop an understanding of the complex issues – personal, family, health (mental & physical), financial, cultural, social, and academic – that affect student engagement and retention in the local context of Kuwait and AUK.
- Develop greater flexibility and facility in interacting with students from diverse backgrounds to understand how their background and the local context of Kuwait and AUK influence their engagement.

Learning Support Services

Duties & Responsibilities:

Under the general supervision of the Director of Learning Support Services (LSS) and following a student-centered approach, the intern will provide individual learning support to students by offering writing consulting sessions at the Writing Center, guiding students in the writing process and assisting them to develop their writing, or content tutoring sessions at the Tutoring Center, helping students understand course content, practice problem-solving, and enhance their learning experience. The intern will also assist in LSS operations by developing and delivering training to student employees, researching strategies and proposing solutions for more effective learning support, developing documentation, providing administrative support, or assisting in ongoing projects as needed.

Skills/Knowledge to gain:

- Experience in providing tailored and individualized academic support based on each student's needs.
 - First-hand insight into the local context through one-to-one interaction with students and the general campus community.
 - Enhanced academic, writing, and research skills through participating in different learning support operations and research projects.
 - Exposure to and practice in assessing the impact of academic support on students' learning in the culturally-diverse local context.
 - Knowledge of the interactions between academic support units with the goal of creating a holistic support structure for students.
 - Exposure to and practice in assessing the impact of academic support on students' learning.
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Academic Advising Center

Duties & Responsibilities:

Under the general supervision of the Director of the Academic Advising Center and following the Center's philosophy of developmental advising, the intern will provide academic advising and educational planning to AUK students. The intern will assist in assessing academic levels of students, attend to student academic inquiries, provide development and training for the AAC Peer Academic Leaders, and write and edit departmental documents and publications. The intern will act as a public face of the AAC through assisting in the daily operations of the office by providing assistance to students, staff, and faculty.

Skills/Knowledge to gain:

- Understanding of Kuwait university culture and as well as enhancing the educational planning skills necessary to support both Kuwaiti and non-Kuwaiti students.
 - Knowledge of the academic programs available at AUK, and flexibility and facility in working with students' diverse academic learning and advising needs that have been shaped by a particular local context and AUK's programs.
 - How to advise undeclared students, developing a greater understanding of students' diverse academic needs.
 - Knowledge in academic policies and procedures.
 - Stronger multitasking skills.
 - Understanding of the impact of local context on university structure, policies, procedures, and academic programs.
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Office of the Registrar

Duties and Responsibilities:

Reporting to the Registrar, the main focus will be to learn and participate in the functions of the office related to student registration processing, records management, transfer process and graduation. Specific activities will range from handling student queries and graduation processing, to an understanding and review of policies enabling the intern to assist office staff within an area of specialization (records, transcripts, degree audits, etc.). Aside from the above, the intern will be expected to assist in daily operations of office tasks and provide customer service to students, staff, and faculty.

Skills/Knowledge to Gain:

- Will gain an understanding of Kuwaiti college student culture & identify governmental & cultural challenges often faced by higher education institutions outside of the US.
 - Will gain experience in the development and application of policies and procedures at a small, private university in Kuwait.
 - Will gain experience in student services and registration while honing professional multi-tasking skills.
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Office of the Dean of Student Affairs

Duties & Responsibilities:

Reporting to the Office of the Dean of Student Affairs, the intern will participate in the development and evaluation of division programs and services. Specific responsibilities include, but are not limited to, policy review, review and development of enhanced communication tools (printed, electronic, and social media), review of strategic plan/assessment measures, and leading a project which requires cross-unit coordination and collaboration of programs and services. This experience will enable the intern to gain knowledge of departments and the challenges presented to an office of leadership. In addition, the intern will assist in daily operations of office tasks and provide customer service and support to students, staff, and faculty.

Skills/Knowledge to Gain:

- Will gain an understanding and appreciation for the challenges of an American model institution in a foreign country particularly as it relates to Student Affairs programming.
 - Will gain an understanding of Kuwaiti college student culture & identify differences faced by regional universities to those faced by US institutions.
 - Will gain experience in policy development and assessment/program review.
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Counseling Center

Duties & Responsibilities:

Under the general supervision of the Director of the Counseling Center, responsibilities could include: resume editing/critiquing, career advising, participating in counseling related staff trainings, personal counseling opportunities, preparation and event planning for fall events, coordinating with local employers, working with the student employment program, assessing services for students with disabilities, and assessment opportunities to explore cultural differences.

Skills/Knowledge to gain:

- Will gain an understanding of Kuwaiti college students' work and career development issues & identify cultural challenges faced in serving students in departmental areas.
- Will gain experience in career counseling and personal counseling services (as appropriate) inclusive of enriching organization and program building skills.
- Will develop interpersonal skills through interactions with students, faculty, staff, and local employers in an international setting.

Office of Student Life

Duties & Responsibilities:

Reporting to the Director of Student Life, responsibilities include development, implementation, and evaluation of programs and services designed to promote social integration and engagement of students. Specific responsibilities include, but are not limited to, student clubs and organizations advising, reviewing and making recommendations for major department program initiatives such as leadership development, service learning, diversity programming, review and development of department policies, providing assistance with the development of program/activity learning outcomes, and coordination and support for the athletics program. Aside from those tasks, the intern will be expected to assist in daily operations of office tasks and provide customer service to students, staff, and faculty.

Skills/Knowledge to Gain:

- Will gain an understanding of Kuwaiti college students' social interaction styles & identify differences faced by regional universities in comparison with US institutions.
- Will enhance and gain knowledge and an appreciation for the challenges associated with programming specialized populations (commuter, majority non-American population bound by the Kuwaiti law of segregation).
- Will be able to ascertain the impact, if any, of engagement theory on a majority non-American student population.

Graduate Internship Program

Application Submission Guidelines

The overall application consists of six items to be submitted in total for a complete application. Only complete applications submitted by the deadline will be considered by the Selection Committee.

Application Materials:

- ☐ AUK Completed Application Form
- ☐ Cover Letter
- ☐ Current Curriculum Vitae/Resume
- ☐ Graduate school transcript (official or unofficial) or verification of courses.
- ☐ Responses to application questions (questions are included on the application form itself).
- ☐ *Letter of recommendation from a graduate supervisor or faculty member submitted directly via e-mail*

Formatting of Materials

General:

Paper – Letter (8.5 x 11in)

Application Questions:

- 1 inch margins around, Double-spaced, 12 point font, Times New Roman,
- Running Header (upper right) First and last name on each page, & page numbers.
- Questions themselves to be included above each response, numbered accordingly, & in bold font

Filenames

All submissions should be submitted as pdf files, properly labeled and numbered per the below order & structure.

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|--------------------------|-------------------------------------------------------|--------------|
| 1. Application | 2. Cover Letter | 3. CV/Resume |
| 4. Application Questions | 5. Graduate School Transcript/Verification of Courses | |

Example: Lee Johnson from Indiana University, applying for Summer 2018

- 1-L. Johnson - IndU -SU18 - Comp App
- 2-L. Johnson - IndU -SU18 - Cover Letter
- 3-L. Johnson - IndU -SU18 - CV-Resume
- 4-L. Johnson - IndU -SU18 - App Qs
- 5-L. Johnson - IndU -SU18 - Transcripts

FAQ's

1) Who to address the cover letter?

- a. *-The cover letter should be addressed to the “Graduate Intern program Selection Committee”*

2) I'm a first semester graduate student, and there is no transcript available.

- a. *-An official transcript is not required. A document verifying your enrollment status, current courses, and following semester courses (if available) is sufficient. This can be in the form of an unofficial transcript print out from your student information system, screenshot of your current course schedule, letter of enrollment verification from your Registrar, or a scanned official transcript. Links to access official transcripts will not be accepted.*

3) Letter of Recommendation: Who can it be from? How many letters can be submitted? Letter Requirements?

- a. *-The Letter of recommendation should be from a graduate supervisor or faculty member who can best speak to your strengths and abilities. One letter is required but a second letter will be accepted and may be from any related current or past supervisor/faculty member. Letters must be sent directly from the person authoring the letter via e-mail to stagrading@auk.edu.kw. Letters should be on letterhead and signed, not submitted as text within an e-mail body. Non-attachment submissions will not be accepted.*

Submission & Verification

Application Materials should be properly labeled, formatted, & sent as separate pdf files all in one e-mail to stagrading@auk.edu.kw by midnight EST on the designated deadline date.

All applicants who have submitted materials will be notified of their application status within approximately 3-6 days prior to the application deadline.