



Graduate Internship - Summer 2010

Division of Student Affairs

Departmental Placement Overview

The Division of Student Affairs at the American University of Kuwait is offering two graduate internship opportunities with placement possibilities within five different professional units within the Division. The units include the following:

- Office of the Dean of Student Affairs,
- Office of Admissions,
- Office of the Registrar,
- Office of Student Life,
- Student Success Center

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

Office of the Dean of Student Affairs

Duties & Responsibilities:

Reporting to the Office of the Dean of Student Affairs, responsibilities will include the development and evaluation of division programs including but not limited to policy review, assessment, communication materials (website & printed materials), cross-unit coordination, and services designed to enhance division services within the AUK campus community. Specific responsibilities include, but are not limited to, develop enhanced communication tools (both printed and electronic), review strategic plan/assessment measures, and lead a project which requires cross-unit collaboration all enabling the intern to gain knowledge of the skills required and challenges presented to an office of senior leadership. Aside from the above, the intern will assist in daily operations of office tasks and provide customer service to students, staff, and faculty.

Skills/Knowledge to Gain:

- Will gain experience in policy development and assessment/program review.
- Will gain knowledge of the skills required serving in a managerial role and some of the challenges often presented to senior leadership.
- Will gain an understanding of Kuwaiti college student culture & identify differences faced by regional universities to those faced by US institutions.

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 Placement, Advisement & Registration program, 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 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.
- 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.

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, 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, scholarships, 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 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.
- Will gain an understanding of Kuwaiti college student culture & identify governmental & cultural challenges often faced by higher education institutions outside of the US.

Office of Student Life

Duties & Responsibilities:

Reporting to the Director of Student Life, responsibilities include development, implementation, and evaluation of social activity programs and services designed to promote social integration of students with the AUK community and campus. Specific responsibilities include, but are not limited to, student clubs and organizations advising, reviewing and making recommendations of current leadership development initiatives, review and development of department policies, and develop and initiate implementation of a service learning program. Aside from those tasks, 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 enhance and gain knowledge in the area of clubs/organization integration within a segregated Arabic Kuwaiti cultural setting.
 - Will assist in enhancing current leadership and diversity programs & create the foundation to a service learning program.
 - Will gain an understanding of Kuwaiti college students' social interaction styles & identify differences faced by regional universities to those faced by US institutions.
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Student Success Center

Duties & Responsibilities:

Under the general supervision of the Director of the Student Success Center, responsibilities could include providing academic advisement, educational planning and counseling to current students. The intern will be responsible for assessing academic levels, attending to student academic inquires, assisting in the development of the SSC Peer Career Leaders, publications, advising on academic programs, and advising students in the development of academic plans. Furthermore, to assist in the development, implementation, and evaluation of programs and services designed to encourage realistic self-appraisal, intellectual development, values clarification, physical and mental wellness, and assist in daily operations of office tasks including providing customer service to students, staff, and faculty.

Skills/Knowledge to Gain:

- Will gain experience in personal and career counseling, and enhance current educational planning skills.
- Will gain knowledge in academic policies and procedures and strengthen multitasking skills.
- Will gain an understanding of Kuwaiti college student culture & will learn about different cultures.

