



Graduate Internship - Summer 2012

Departmental Placement Overview

The American University of Kuwait is offering two graduate internship opportunities with placement possibilities within six different professional units. The units include the following:

- Office of the Vice-President for Administrative & Student Affairs,
- Office of Admissions,
- Office of the Registrar,
- Academic Advising Center,
- Career Services & Wellness Center,
- Office of Student Life.

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 division. Please refer to the below descriptions for specific information on the responsibilities and opportunities available in each department.

Office of the Vice-President for Administrative & Student Affairs

Duties & Responsibilities:

Reporting to the Office of the Vice-President for Administrative & 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 (both printed and electronic), 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 and will be exposed to offices not traditionally associated with Student Affairs programs.
- 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.

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 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 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, 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.

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:

- Will gain an understanding of the university culture in Kuwait, as well as enhancing the educational planning skills necessary to support both Kuwaiti and non-Kuwaiti students.
- Will learn about the academic programs available at AUK, gain knowledge about how to advise undeclared students at AUK and about students' academic needs.
- Will gain knowledge in academic policies and procedures and strengthen multitasking skills.

Career Services and Wellness Center

Duties & Responsibilities:

Under the general supervision of the Assistant Director of the Career Services and Wellness 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, enhancing alumni affairs, 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 Assistant 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 and 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.