



Graduate Internship - Summer 2010

Division of Student Affairs

Program Overview

Description

The Division of Student Affairs at the American University of Kuwait is offering two graduate internship opportunities. The internship program is designed to provide graduate students and recent graduates the opportunity to gain essential experiences within professional areas of Student Affairs, a deeper understanding of higher education administration, and to acquire specific skill sets which will help prepare them for a career in the profession. Placement possibilities exist in five different professional areas within the Division of Student Affairs including the Office of the Dean, the Office of Admissions, the Office of the Registrar, the Office of Student Life, and the Student Success Center (see supplemental pages for details). 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. 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 6-8 weeks starting from early June through late July or early August depending on agreeable terms and scheduling needs. Start and end dates are flexible. Compensation includes a \$1760 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 through Spring 2010 in a Graduate Program with a specialization in college student personnel, higher education, or related fields preferred. 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.
- International travel or experience preferred; interest in Middle Eastern culture or Arabic language is given a higher priority, but not required.

Selection Process:

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

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| Nov. 20 | Deadline to submit completed application materials |
| Nov. 22- Dec. 4 | Applications reviewed by selection committee |
| Dec. 7-15 | Only selected candidates contacted for interview by phone or videoconference. |
| Dec. 21 | Finalists notified (once confirmed, all applicants to be informed) |

Application Materials:

- Completed application form
- Cover letter and 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

Interested candidates are requested to e-mail Tadd Kruse, Assistant Dean of Students at tkruse@auk.edu.kw for the application form and any additional information. Please send completed applications to Mr. Kruse by Nov. 20th 2009.