

## Program Overview

### Description

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/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 the Vice President for Administrative & Student Affairs, the Office of Admissions, the Office of the Registrar, the Academic Advising Center, the Career Services & Wellness Center, and the Office of Student Life (see supplemental pages for details). The selected interns will work primarily with the area director/assistant director 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 \$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 through spring 2012 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 & the overall selection process will continue according to the following timeline:

Oct. 18, 2011	Program details & selection process posted, applications made available
Nov. 19	Deadline to submit completed application materials (electronically only)
Nov. 28- Dec. 2	Applications reviewed by selection committee
Dec. 4- Dec. 12	Only selected candidates contacted for interview by phone or videoconference.
Dec. 20	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 sent as separate pdf files in one e-mail by the deadline.***

Interested candidates are requested to submit an application request through the AUK Graduate Internship webpage. Please send completed applications and subsequent materials electronically to Tadd Kruse [tkruse@auk.edu.kw](mailto:tkruse@auk.edu.kw) by Nov. 19<sup>th</sup> 2011.