



Graduate Internship Program

**Summer
2020**

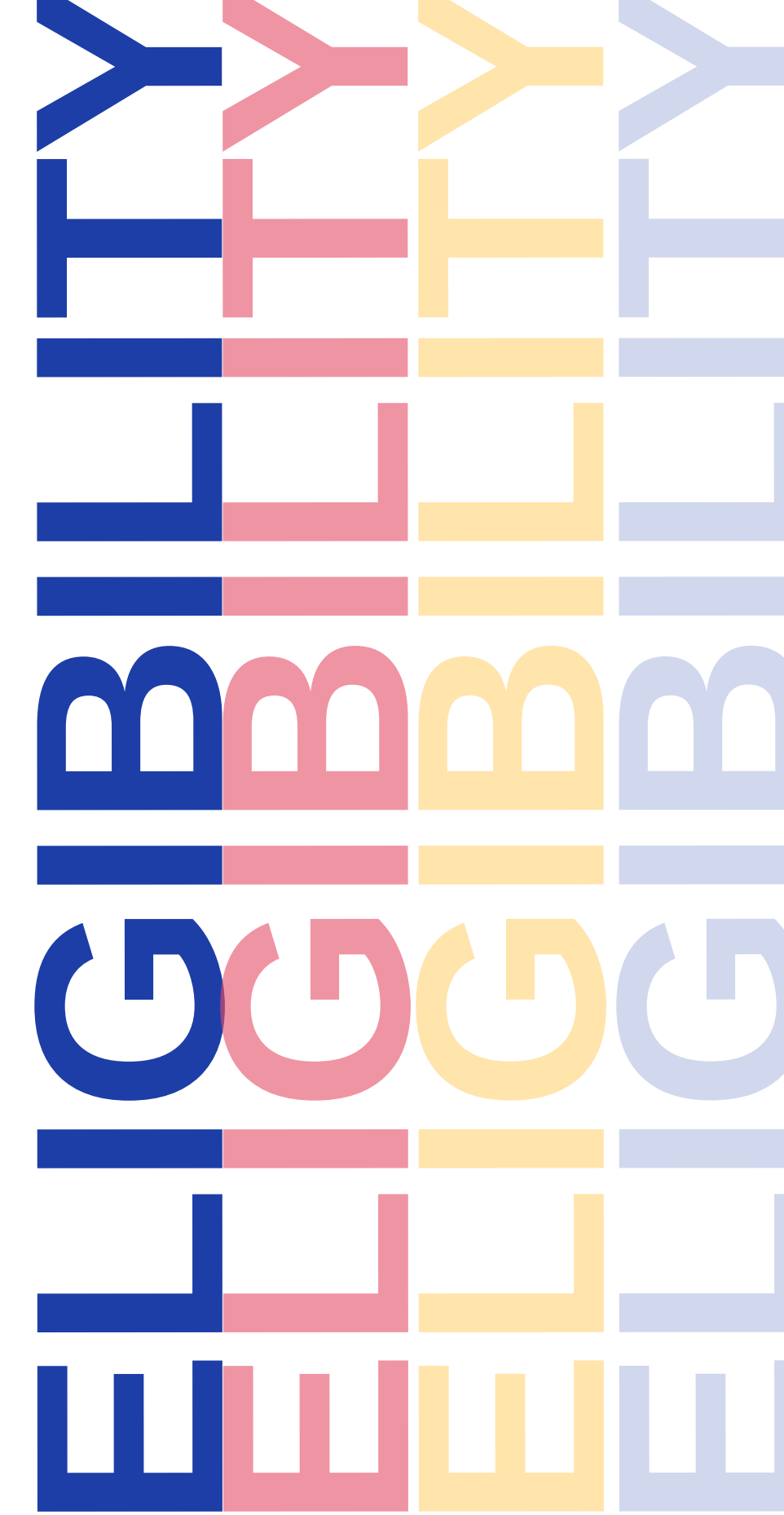
PROGRAM OVERVIEW



01----- 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 exists in eight different professional areas within AUK including the Office of Admissions, the Office of Student Support Services, the Office of the Registrar, Academic Advising Center, Learning Support Services, Alumni Affairs and Career Development, 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 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.




02

- 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 the 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 population, 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.

SUMMER'20

03 SELECTION PROCESS

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

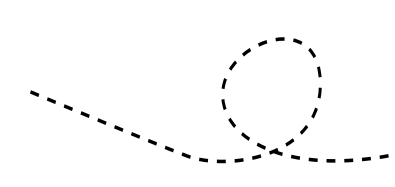
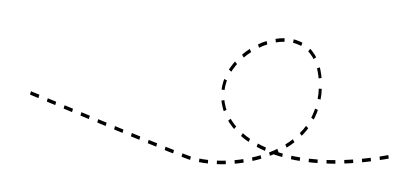
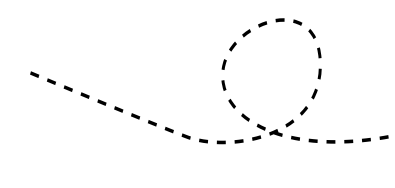
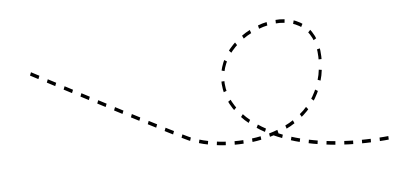
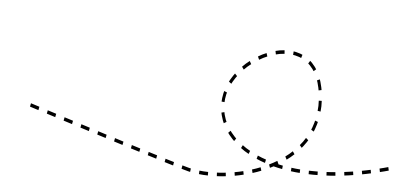

-  **OCT.8**
2019 Program details & selection process posted, application made available
-  **NOV.7**
2019 Deadline to submit completed application materials at midnight EST (electronically)
-  **NOV.11-28**
2019 Applications reviewed by the selection committee
-  **DEC.2-10**
2019 Only selected candidates contacted for an interview by phone or videoconference.
-  **DEC.17**
2019 Finalists notified (once confirmed, all eligible applicants to be informed)

04 APPLICATION MATERIALS

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>

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

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

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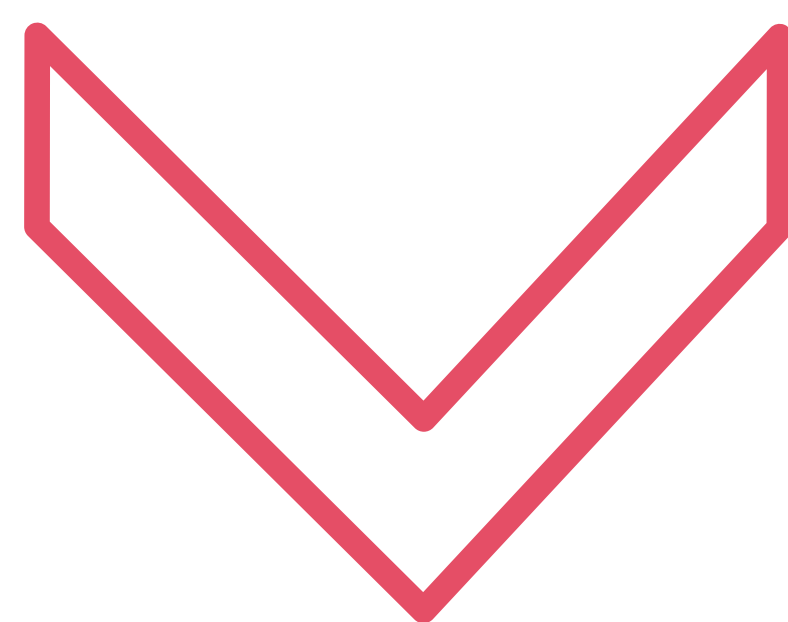


Departmental Placement Overview

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:

- Academic Advising Center
- Alumni Affairs and Career Development
- Counselling Center
- Learning Support Services
- Office of Student Life
- Office of Admissions*
- Office of the Registrar*

**These units report to the Executive Vice President of AUK
All other units report to the Vice President for Student Affairs*



Interns will be expected to work 40 hours a week between a primary placement (30 hrs) and a secondary placement (10 hrs) 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.

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 inquires, provide developmental training for the ACC 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



- Understanding the student culture in an American college in Kuwait and 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 academics 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.

ALUMNI AFFAIRS & CAREER DEVELOPMENT

Duties & Responsibilities



Reporting to the Director of Alumni Affairs and Career Development, responsibilities include development, implementation, and evaluation of programs and services designed to promote alumni engagement and career development. Responsibilities will include, but not limited to, liaising between students/alumni and job opportunities available, developing enhanced communication tools with alumni, reviewing department policies, reviewing and making recommendations for major department programs and events, providing assistance with the development of programs like internship programs, and assisting in department publications.

Skills/Knowledge



- Will gain an understanding of how American colleges in Kuwait operate including students’ special interaction styles and identify differences faced by regional universities in comparison with US institutions.
- Will gain experience in career counseling and alumni engagement inclusive of enriching organization and program building skills.
- Will develop interpersonal skills through interactions with students, alumni, staff and local employers in an international setting.

Duties & Responsibilities



COUNSELING CENTER

Under the general supervision of the Director of the Counseling Center, responsibilities could include: participating in counseling related staff training, 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



- Will gain an understanding of American colleges in Kuwait in regards to 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 student, faculty, and staff in an international setting.

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 understanding 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



- 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 practicing 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.

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 these 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



- Will gain an understanding of 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.

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 process, and responding to student/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



- Will gain an understanding of the student culture in an American college in Kuwait and 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 & 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 services to students, staff, and faculty.

Skills/Knowledge



- Will gain an understanding of the student culture in an American college in Kuwait & identify governmental & cultural challenges often faced by higher education institutions outside of the US.
- Will gain experience in the developmental 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.



WWW.AUK.EDU.KW

DIVISION OF STUDENT AFFAIRS
ALUMNI AFFAIRS AND CAREER DEVELOPMENT



@auk_kuwait
@aukstudentaffairs