



Title: CET Programs Assistant; FEA Scholarship Assistant
Job location: Washington, DC
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Internship at CET Academic Programs and Fund for Education Abroad

CET Academic Programs is a study abroad organization based in Washington, DC that has been designing and administering innovative educational programs abroad since 1982. Originally "China Educational Tours," CET began operations in Beijing, later expanding to other cities in China and then to other countries around the world. Today, CET offers semester and summer study abroad programs in China, the Czech Republic, Italy, Japan, Jordan, Syria and Vietnam, as well as short-term, customized programs worldwide. CET is known for high academic standards, innovative approaches to teaching and careful student management. CET programs integrate students into their overseas communities and lead them to create lasting relationships with their local hosts. CET is the only US provider to house its students with local roommates in each of its locations. As an environmentally conscientious organization, CET adopts locally appropriate measures in its centers worldwide to reduce its carbon footprint and contribute to sustainable practices wherever possible. Staffed by over 40 full-time employees in the United States and abroad, CET currently sends around 1000 US students abroad annually.

Fund for Education Abroad was founded in 2008. In 2009, a board was established to provide advice on the needs of students in education abroad and how best offer them more opportunities. FEA received its 501(c)3 determination in March of 2010. FEA is committed to increasing the opportunities for dedicated American students to participate in high-quality, rigorous education abroad programs by reducing financial restrictions through the provision of grants and scholarships.

Description of the Internship

The CET/FEA Internship was created in response to the fast growth of both organizations. The intern assists the CET Operations staff in the administration and operation of all CET programs, and the FEA Executive Director in the administration of FEA scholarships.

CET believes strongly that interns should be provided with structured responsibilities, clear direction and useful evaluation and feedback. Major benefits for the intern include gaining: a critical knowledge of office operations and international program administration, some training in database management, and a basic understanding of marketing and program development.

Interns must be willing to commit to at least three months at CET. In addition to the specific tasks listed below, the intern may have the opportunity to work on several larger projects for the Operations and Marketing teams.

SPECIFIC RESPONSIBILITIES

Assist staff in the following areas:

Student Support and Services

- Monitoring the CET and FEA email accounts
- Processing and tracking all incoming student applications
- Creating files for new applicants
- Preparing pre-departure materials
- Processing and sending transcripts

- Processing and tracking students' payments in Tour Tools
- Serving as a member of the CET and FEA phone team and responding to students' questions
- Serving as a member of the CET Scholarship and Admissions Committees
- Reading and evaluating student applications
- Tallying students' course requests to determine which courses to offer
- Assisting with processing student visas

Office Management

- Preparing briefing materials for overseas staff before the start of each program
- Sorting and distributing the mail
- Copying all student applications to send to overseas staff
- Re-stocking and/or creating faculty packets

Program Development and Promotion

- Entering data in Tour Tools, Studio Abroad and Sugar CRM databases as necessary
- Entering in all information requests from campus visits of CET staff into Sugar CRM
- Assisting with sending out promotional mailings
- Updating pre-departure Power Point presentations
- Gathering and posting useful resources on the CET and FEA websites
- Participating in local sales visits and conferences, as needed
- Assisting with website and Studio Abroad content edits and uploads
- Assisting with special FEA projects

SKILLS:

- Strong organizational skills
- Excellent communications skills and good writing skills
- Confident, professional manner in dealing with partners, students and colleagues
- Unflinching attention to detail
- Facility with Microsoft office

BONUS SKILLS:

- Language skills: Chinese, Japanese, Italian, Czech, Arabic or Vietnamese
- Knowledge of other countries or languages
- Travel and cultural background; residential experience abroad in countries other than CET destinations
- Knowledge of China, Italy, Japan, Vietnam, Jordan, Syria and/or Czech Republic
- Ability to work on several projects at one time, work under pressure and meet deadlines
- Commitment to study abroad
- Adaptability, flexibility and a sense of humor