



**Title:** CET Student Services & Programming Intern

**Status:** Part-time (20-28 hours per week)

**Job location:** Washington, DC

**Supervisor:** Kelley Newman, Student Services Coordinator

---

### Description of the Organization

CET Academic Programs is a study abroad organization based in Washington, DC that has been operating innovative educational programs abroad since 1982. Staffed by over 60 full-time employees, CET offers semester and summer study abroad programs in Argentina, Brazil, China, the Czech Republic, India, Italy, Japan, Jordan, Taiwan and Vietnam, as well as short-term, customized programs worldwide. CET is known for strong academics, professional program management, and supportive student services. In addition to its distinctive local roommate program that integrates students into their overseas communities, CET is proud of its environmentally conscientious policies and practices, and its commitment to inclusive excellence.

### Description of the Position

Internships at CET provide an opportunity for hands-on experience in the field of study abroad and to learn from a staff of dedicated professionals. Interns will get a behind the scenes view of how study abroad programs operate from a provider perspective. Interns will gain an in-depth knowledge of office operations, international program administration, and database management. Aspects of the internship are customizable so that interns can focus on areas of the field that are of particular interest to them. Creativity through self-driven projects is highly encouraged. Drawing on individual skill sets and interests, interns will work with a CET staff member to outline internship goals, professional development opportunities and provide mentorship.

Internships are for a minimum of 3 months. Priority will be given to applicants available for six months or longer. Pending availability and exemplary work, interns may continue for a longer term and should indicate the length of tenure interested in their cover letter.

## Responsibilities

### Student Support and Services

- Monitor the CET email accounts
- Process and track incoming student application materials
- Assist with preparation of pre-departure materials as necessary
- Serve as a member of the CET phone team and respond to student questions
- Compile and organize housing, academic and other pre-departure information as needed
- Assist with student visas; preparing materials and reviewing documents
- Assist with processing and sending transcripts

### Programming, Development, and Research

- Send out promotional mailings
- Conduct research for new programs or sites
- Marketing opportunities (web, print, media, and promotional) based on skills/interest
- Assist with special projects based on regional knowledge or specific expertise

### Office Management and Staff Support

- Serve as a representative of CET and ATA, welcoming guests and visitors
- Sort and distribute the mail
- Liaise with telecommuting US-based staff as necessary
- Enter data, including information requests, into CET's databases
- Assist staff on a variety of other projects, as needed

## Requirements

- Superior organizational skills and attention to detail
- Excellent verbal and written communication skills and telephone demeanor
- Strong time management skills; ability to set and manage conflicting priorities, work efficiently in a fast-paced environment, and complete multiple projects under time constraints
- Familiarity with Microsoft office suite (Word, Excel, PowerPoint, Outlook)
- Confident, professional manner in dealing with partners, students, and colleagues
- Experience living or studying abroad preferred
- International awareness and language skills or interest
- Interest in study abroad and international education
- Cultural sensitivity and experience working with students of diverse backgrounds
- Ability to take initiative and use good judgement when solving problems
- Patience, flexibility, positive attitude and a sense of humor

## Salaries/Benefits

The salary for this position is \$13/hour.

## To Apply

Our company is committed to diversity, and we work hard to maintain a welcoming, non-discriminatory office culture. We welcome qualified applicants of all backgrounds to apply to our openings. It is our policy to provide equal employment opportunities without regard to race, color, religion, sex, national origin, age, disability, marital status, veteran status, sexual orientation, genetic information or any other protected characteristic under applicable law.

*This position is for employment within the United States. Please note that our company does not sponsor U.S. employment visas.*

Qualified candidates should submit the following:

- Résumé.
- Formal cover letter that outlines the position to which you are applying (CET Student Services & Programming Intern), your qualifications and experience, and where you first heard about the position and length of tenure interested.
- List of two references.

*Applications missing any of these components will not be considered.*

Send application materials via e-mail (as Word or PDF attachments) to:

Kelley Newman

Student Services Coordinator

e-mail: [jobs@cetacademicprograms.com](mailto:jobs@cetacademicprograms.com)