AIEA Presidential Intern

The AIEA Presidential Intern program is an opportunity for exceptional graduate students to provide support to members of the AIEA Presidential Stream/Secretariat during their term and learn the inner workings of a leading membership association in international higher education.

Presidential Interns meet regularly with AIEA leadership and participate in various areas of the Association.

The Presidential Interns report to the Associate Director; they may work with other staff members and leaders on certain projects.

**Term length:** one year, with the possibility of renewing up to three years. The intern team will have a maximum of three interns at any one time.

**Primary responsibilities include:**

**Presidential Stream Support:** There will be one to two Presidential Interns that will work with the Presidential Stream – not assigned to a specific individual. The Presidential Stream requests will come through the Secretariat and may include:
- Assist in the coordination of meetings of AIEA leadership, including scheduling, agenda building, and minutes
- Attend various meetings in support, taking notes, organizing follow-up tasks/deadlines
- Take on special projects as needed by the assigned member of the Presidential Stream
- Sit in on committee meetings as needed to take notes and participate as asked

**Special Projects:** Take on assigned research projects as needed by the AIEA Secretariat. Some ideas of potential projects may include:
- Creating social media posts for the organization
- Promoting AIEA programs
- Researching trends in international higher education or member associations
- Researching potential members for the association
- Creating or compiling data from surveys
- Other projects as needed
- Sharing a graduate student perspective on international higher education issues
AIEA Annual Conference:
- Recruit volunteers for the Annual Conference
- Creating and facilitating volunteer trainings and orientation
- Manage team of 40+ volunteers on-site at the conference who assist with conference logistics (registration, name badge monitoring, A/V assistance, etc.)
- Meet with Presidential Stream and/or other Board members in person at the conference at a special breakfast for Presidential Interns

Benefits to the Presidential Intern include:
- Working closely with and building networks and relationships with AIEA leadership – the movers and shakers in the field
- Participate in discussions that will move the direction of the field.
- Gaining an in-depth knowledge of how a member association functions, including AIEA governance, structure, members, and leaders
- Gaining skills and experience in communication, organization, and strategic management
- Networking with senior leaders in internationalization, fellow interns, and volunteers.

This is a volunteer position, however, interns receive free conference registration for the year of their internship, as well as a small stipend to contribute to travel and hotel costs.

Qualifications:
- Must be a current graduate student at the start of the internship term
- Must be able to attend the AIEA Annual Conferences (including approximately two days prior to the conference) in-person during internship term

Required knowledge, skills, and attitudes:
- Flexibility and ambiguity tolerance
- A desire to learn more about member associations and a passion for international higher education
- Attention to detail
- Willingness to engage in tasks that vary in terms of difficulty/prestige
- A team player
- Ability to manage multiple competing priorities
- An ability to learn new software or technologies as needed
- Leadership skills
- Research experience
- A desire for a career in international higher education