



Association of International Education Administrators
Leaders in International Higher Education

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



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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