



**Association of International Education Administrators**  
*Leaders in International Higher Education*

## **AIEA Internship Program: 2024 Annual Conference**

**The deadline for the 2023 Annual Conference Internship Program is September 15, 2023.**

The AIEA internship provides meaningful, practical work and professional development opportunities at the annual conference. AIEA, the Association of International Education Administrators, is a professional organization that serves leaders in international education. The AIEA Annual Conference is an event that brings senior international officers from all over the world together for provocative, relevant and rewarding dialogue and networking.

AIEA is now accepting applications for four interns that will oversee a variety of functions. Interns play a critical role in ensuring the conference's success. All positions require a high level of organization and leadership skills to carry out the following key responsibilities:

- Volunteer Recruitment and Management – Recruit volunteers from local college campuses within an hour of the conference, Train and manage a volunteer staff of 40-50 individuals, oversee staffing and logistical needs for the duration of the entire conference.
- Event Planning – Assist in managing and scheduling volunteers, serve as point person on logistics for events, and escort high-level guests and speakers for the duration of the entire conference.
- Session Monitoring – Oversee logistics for 100+ conference sessions and workshops for the duration of the conference.
- Technology Assistance – Work with audiovisual staff to assist and review session logistics and track equipment usage. Work closely with conference speakers on individual technology issues related to laptops, PowerPoint presentations, and LCD projectors for the duration of the conference.

**LOCATION:** Marriott Marquis, Washington DC, February 17-21, 2024

Interns are responsible for travel and/or lodging costs. Snacks and drinks will be provided on site.

**LANGUAGE REQUIREMENT:** English fluency required. Fluency in other languages is helpful and encouraged but not required. All official conference programming is in English.

**TIME REQUIREMENT:** Detailed requirement to follow. Interns should be prepared to recruit volunteers at their home institution and Washington D.C. - based institutions. Interns will also anticipate several phone calls, required reading, and other small assignments remotely in the two months prior to the conference. From February 17-21 interns should anticipate being on site and working 7:00 am - 8:00 pm with breaks during the conference days.



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**BENEFITS & COMPENSATION**

Upon successful completion of duties, interns will receive:

- a modest stipend and access to discounted hotel rates
- a recommendation letter from AIEA
- limited access to conference sessions and events
- exclusive networking opportunities with professionals in the field of international education
- experience in volunteer management and leading intercultural teams

AIEA prepares students to succeed in a global and diverse workplace. Interns benefit in the following ways:

- Develop work experience and develop connections for a career in international education
- Learn about internationalization of higher education
- Training in personal leadership

*Eligible candidates will be interviewed by phone, Zoom, or in person (when possible).*

*Transportation and lodging expenses and arrangements will be the responsibility of the intern.*

*Interns must be eligible to work in the U.S.*