

Administration Intern (Department of Modern Languages and Cultural Studies)

PROJECT DESCRIPTION

The Department of Modern Languages and Cultural Studies in the Faculty of Arts will be launching a new BA in MLCS, to replace all existing majors, in Fall 2019, pending Government of Alberta approval. The BA in MLCS will consist of two routes or specializations, a “language studies route” and a “cross-cultural studies route.” Required in the language studies route, and encouraged in the cross-cultural studies route, is international immersive experience, defined as six credits gathered while in a program (course, internship, coop, international CSL, etc.) abroad. Alternatively, students may gather these credits in the form of a local immersive experience.

The international immersive experience requirement to the MLCS major is an extensive change and will require careful planning and advertisement so as not to lose potential majors concerned with program fit or cost. The MLCS department is therefore seeking a full-time intern to provide administrative support on projects related to the new degree, including but not limited to:

- Support to the ad hoc committee on international opportunities, including research and compilation of information on current students
- Development of web and print materials, including writing up of information related to international experience
- Conduct interviews with students returning from international experiences for use in web materials
- Planning of alumni outreach events and other launch-related events to advertise the new degree
- Support on any MLCS-specific international opportunities, including planning Irish Language Week, information sessions on study abroad programs
- Other activities as needed

FACULTY-DEPARTMENT

Faculty of Arts – Department of Modern Languages and Cultural Studies

DESIRED FIELD OF (STUDENT) STUDY

THE CANDIDATE MUST HAVE SUPERIOR ENGLISH WRITING SKILLS. The department will provide an office and web or other software training as needed. The department seeks an individual who is interested in curriculum design particularly as it relates to internationalization, project management, and marketing or promotion, and who thrives in a self-directed and collaborative environment.

INTERNSHIP LOCATION

University of Alberta Main Campus – Edmonton

NUMBER OF INTERNSHIP POSITIONS

1

INTERNSHIP START DATE

September 2018

INTERNSHIP END DATE

8 months after the start date (on or around May 1, 2019)

ARE THE DATES FLEXIBLE?

Yes, the program schedule is somewhat negotiable.

CONTACT

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