

# Howard Community College

## Internship

<b>Job Number:</b>	INTERNSHIP
<b>Job Title:</b>	International Education Week Micro-Internship
<b>Department Name:</b>	International Education
<b>Supervisor Name:</b>	Rachel McCloud
<b>Supervisor Phone #:</b>	443-518-1640
<b>Supervisor Email:</b>	<a href="mailto:intled@howardcc.edu">intled@howardcc.edu</a>
<b>Employer Address:</b>	CL-113
<b>Location Student Will Work</b> <i>(If Different from Above):</i>	On campus

<b>Job Description and Responsibilities</b> <i>(include job purpose):</i>	<ul style="list-style-type: none"> <li>• Assist International Education Program Coordinator with marketing and coordinator of HCC's International Education Week</li> <li>• Meet weekly with the Program Coordinator for tasks</li> <li>• Assist with marketing efforts</li> <li>• Assist with distribution and delivery of marketing materials</li> <li>• Connect with students groups on campus to promote events and to submit proposals</li> <li>• Assist with recruiting key offices on campus to submit proposals</li> <li>• Help organize calendar of events</li> </ul>
<b>Qualifications / Experience Required:</b>	<ul style="list-style-type: none"> <li>• Full-time student at HCC in a degree seeking program.</li> <li>• Minimum GPA: 2.0</li> <li>• Available for on campus and virtual meetings and tasks</li> <li>• Available the week of November 15<sup>th</sup>, 2021-November 19<sup>th</sup>, 2021 to help attend events</li> </ul>

<b>Internship Pay Rate</b>	\$13.50
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