INTO CHINA EDUCATION/CULTURAL INTERNSHIP (ICECI)

DESCRIPTION:

The INTO China Educational and Cultural Internship (ICECI) is an entry-level internship with INTO University Partnerships in China. It is designed to provide students at our partner universities with the opportunity to work in China for the INTO Sales and Marketing team. Interns will gain marketing experience in China’s international education industry and also gain valuable cultural experience through their travels to different regions of China.

Interns will work in INTO Regional Offices and be supervised by INTO US Project Managers. Their primary function will be to provide advice and information about their INTO partner university for the purpose of recruiting international students. Interns will be assigned a “home” city (to be specified on each intern’s contract) from which they will depart from and return to on a schedule pre-arranged by their supervising regional office.

During their travels, interns will be housed in business-class hotels arranged by their supervising regional office. Selected hotels will be clean, safe and conveniently located.

The ICECI pays a minimum salary and interns should not apply for the internship based on a financial need. Instead, the student should be seeking international work and cultural experiences where they can advance their personal skill set to become more competitive in their future careers.

DURATION:

• 6 weeks from June 10th (final date TBC)

MINIMUM REQUIREMENTS:

• Applicant must be ethical
• Professional experience preferred
• Applicant must be courteous and polite at all times
• Applicant must be currently enrolled, or have a degree from, an INTO partner university program
• Strong Overall Academic performance (GPA 3.0+)
• Applicant must be independent. (All interns will be trained, but some work will require the intern to travel alone.)
• Applicant must be willing, and healthy enough, to travel. (By airplane, bus, and train)
• Applicant should expect to work irregular hours. (Many seminars and exhibitions are on weekends or evenings. Some flights/trains require interns to leave in the early morning or arrive very late at night.)
• Applicant must have access to a laptop computer
• Applicant must have access to a cell phone
• Applicant must be willing to give public presentations
• Applicant must be flexible and willing to accept schedule changes
• Applicant must be willing to accept and understand cultural differences
• Applicant must dress business professional and neat.
• Personal statement reflects supportive attitude towards INTO programs
DESIRED TRAITS:

- Overseas travel experience
- Public speaking experience
- Strong Chinese language ability
- Familiarity of INTO's partner universities
- Familiarity of the international student application process
- Familiarity and interest in China’s culture and customs
- Experience working with international students

JOB RESPONSIBILITIES OVERVIEW

- Offering advice to students and parents regarding studying abroad, through both face-to-face interactions and telephone conversations;
- Fielding telephone inquiries and assisting colleagues with administrative duties;
- Providing advice to students, prospective students, and colleagues on living and studying in the USA;
- Participating in education seminars, including the production and delivery of professional PowerPoint presentations and fielding questions from audiences. (Please note that participation in these promotions may involve travel to and overnight stays in other cities in China. INTO or the education agent will reimburse the student for these expenses.);
- Liaising with school representatives abroad through email, fax, and telephone communication, regarding the submission of student applications;
- Creating tailor-made promotional materials for special events; and
- Financial accounting
- Other reasonable work-related duties as required by education partners in-country.
- Issues of finance, accounting and the terms and conditions of the contract, all matters are confidential and cannot be shared with a third party

EXPENSES:

- INTO will cover all travel and subsistence for interns while travelling on pre-arranged INTO marketing activities. Domestic flights and hotel stays will be pre-booked. All interns will be given a basic salary.
- INTO will cover the cost of a single Economy return fare to the US for each ICECI intern