**Academic Internship Council**

**Vancouver Operations Intern**

**CIEE:**

A nonprofit, non-governmental organization, CIEE is the country’s oldest and largest nonprofit study abroad and intercultural exchange organization. Since 1947, CIEE has helped thousands of people gain the knowledge and skills necessary to live and work in a globally interdependent and culturally diverse world by offering the most comprehensive, relevant, and valuable exchange programs available. CIEE operates 67 study centers in 45 countries that support more than 286 study abroad programs for 10,000-plus students from 340 U.S. colleges and universities annually. In 2015, CIEE launched its innovative Open Campus model – an affordable, flexible academic programming option that allows students to design their ideal international experience in multiple locations during one semester – at CIEE Global Institutes in Berlin, London, Paris, and Rome. As the largest sponsor for U.S. Department of State J-1 Visa programs, CIEE also helps nearly 40,000 international students participate in U.S.-based exchange programs each year. CIEE programs and services span study abroad, teach abroad, international faculty training, and various specialty and custom programs for secondary, post-secondary, and international students.

**AIC:**

The Academic Internship Council (AIC) is a non-profit organization that draws upon three decades of experience developing place-based, experiential education programs that connect academic curricula with industry and community. AIC partners with universities and colleges from around the world to develop and deliver internship programs in Boston, New York City, San Francisco, Toronto, Singapore, Mumbai, Hong Kong, Berlin, Cape Town, Santiago de Chile, and London. AIC became part of the CIEE family in 2014, bringing together a century of leadership in global education to offer more opportunities for more students in more places.

Together, we strive to lead a robust community of international program providers and sponsors through innovation, quality, safety, exemplary service, and exceptional efficiency. Our success depends on having the very best professionals. CIEE and AIC are committed to recruiting and retaining the best people in the industry, particularly those who are passionate about international education, are self-starters with high levels of energy and autonomy, and are dedicated to exceeding expectations in every challenge.

**Position:** Vancouver Operations Intern

**Summary of Position:** The AIC Vancouver Operations Intern is the point of call for AIC students during their programs in Vancouver. The intern will be responsible for the 24/7 Health & Safety phone-line. In emergencies, the AIC Vancouver Operations Intern will relay incident to Toronto Site Director, and follow CIEE Health and Safety guidelines to guarantee safety of AIC students. The AIC Vancouver Operations intern is expected to participate in orientations and local events to meet AIC students and be AIC’s representative in Vancouver. Other duties as assigned.

**Knowledge & Skill Requirements:**

• Resourcefulness and enthusiasm

• Strong networking and client service skills

• Good judgment and the ability to prioritize workflow

• Interest in experiential education and international education

• Strong cross-cultural awareness

• Ability to work autonomously and in small group situations

• Can-do attitude and a sense of humor

**Compensation:**

* Retainer of $120 CAD/week during AIC programs
* Hourly wage of $25 CAD during emergencies/orientations/local events
* All expenses occurred during emergencies and events covered by AIC
* Contact duration: January 6 - February 16, 2019

**If you’re interested, please send a cover letter & resume to Isabella Johnson, AIC Toronto Site Director, at** [**ijohnson@ciee.org**](mailto:ijohnson@ciee.org)