OISS Fellowship Program

Now Hiring

About the Program

With almost 6,000 international students and scholars representing more than 100 countries, this is an opportunity to participate in and contribute to a myriad of activities and services. The internship is 20 hours a week and some evening/weekend hours will be required. This internship will take place mostly in-person. This will be an academic year appointment, starting in September or October 2022 through the end of May 2023.

OISS serves as a center of support for international students, scholars, and their families as well as the primary campus resource on U.S. regulations related to studying and working in the U.S. OISS has its own building, which is a modern, fully functional event space complete with multiple media options, full kitchen, and flexible floor plan on the first floor and additional conference room on the second floor.

OISS is known for hosting and developing innovative programming, entertaining social events, and practical information sessions to help newly arrived international students, scholars, and family members become a part of the Yale experience. In addition, OISS offers programs year-round that introduce aspects of U.S. culture and community/campus resources, as well as provide opportunities to make valuable social connections. While events have slowly started to return to our space over the last year, we look forward to (if public health conditions allow) fully relaunching our in-person programs and welcoming students and scholars back into our space in Fall 2022.

OISS has a dedicated and experienced staff who apply their expertise in immigration counseling, assisting with personal and career guidance, and issues related to adjustment to life in the United States.

The internship experience will include opportunities to:

- Gain exposure to a unique model of an “international office” a multi-dimensional center known for its innovative programming and expert immigration advising not only in the F and J categories, but also H, J, O, P, TN and LPR statues.
- Assist with and develop additional OISS programming (in-person and virtual) alongside our Associate Director of Engagement, including social and community building events, immigration-related information sessions, working with our spouse & partner community, and leading an English Conversation Group
- Write and edit materials for the OISS website and develop and deliver social media postings and a weekly newsletter.
- Advance from observing OISS in-take procedures for new arrivals to assisting and leading new student and scholar orientation sessions.
- Receive training on basic immigration procedures through training sessions and shadowing appointments with OISS advisers, including an introduction to the Terra Dotta International Student and Scholar product.

Minimum requirements:

- Demonstrated interest in international programming, and the desire to work with international students and scholars on a day-to-day basis.
- Experience living, working, or studying outside one’s native culture/country.
- Knowledge of a language other than English is preferred.
- Ability to work independently and to collaborate with colleagues to see a project through from start to finish
- Excellent communication skills, including intercultural sensitivity, a positive outlook, and a lot of patience.
- Proficiency with the entire Microsoft Office Suite, familiarity with web editing software, and experience with social media and marketing. Experience with video editing and graphic design software is a plus.

Application:
Please send an email with your resume, and a Statement of Interest to Associate Director of Engagement, Molly Hampton [1] at OISS.

Statement of Interest: Please review oiss.yale.edu [2] to get a basic understanding of our mission and services. Write a statement explaining your interest in the internship, making specific connections to OISS services. Explain the following points:

- What you expect to learn
- What you expect to contribute
- What skills and experience you can provide OISS

Thank you for your interest!

Source URL: https://oiss.yale.edu/about/current-openings/oiss-fellowship-program

Links
[1] mailto:molly.hampton@yale.edu?subject=OISS%20Internship%202019-20