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## OISS Internship Program

### Now Hiring - Deadline to Apply is May 10

#### About the Program

Yale's Office of International Students & Scholars has an established internship program for students enrolled in, or recent graduates of Master's degree programs related to international higher education, but we welcome applications from anyone who is interested to learn about and gain experience in international student and scholar programming and support. With over 6,000 international students and scholars representing more than 120 countries, Yale's Office of International Students and Scholars (OISS) offers the opportunity to participate in and contribute to a myriad of activities and services. This is a full-time paid internship that will run from Summer 2024 to May 2025 (\$4,000/month, not benefits eligible). Some evening/weekend hours will be required. This internship will take place in-person, so the selected candidate will need to be in the New Haven area for the duration of the internship. Our office has hybrid work hours, and this position will have 1 day working from home and 4 days in the office (in the office days may vary from week to week depending on programs).

OISS serves as a center of support for international students, scholars, and their families as well as the primary campus resource on federal regulations related to studying and working in the U.S. OISS has its own building, Yale's International Center, which is a 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.

OISS has a dedicated staff of seasoned professionals who apply their expertise in immigration advising, 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 on F, H, J, O, TN visas and green cards
- Assist with and develop additional OISS programming alongside our Associate Director of Engagement, Assessment, and Operations 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 content and a weekly newsletter.
- Grow from observing OISS in-take procedures for new arrivals to eventually assisting with 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 navigating our Terra Dotta case management software.
- Observe student/scholar advising sessions with experienced advisers responding to a variety of questions related to immigration, academic and cultural adjustment, family, and personal life.

#### Minimum requirements:

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