OISS Internship Program

Now Hiring for Summer 2022

About the Program

Yale's Office of International Students & Scholars (OISS) internship program invites applications from students enrolled in, or recent graduates of, master's degree programs related to international higher education. 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 full time and offers a monthly stipend of $2500. A minimum of six months is required with the possibility of an 3-6-month extension. 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.

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. OISS prides itself for keeping current with innovative technical and media solutions to intercultural communication and building efficient processes.

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 Assistant Director of Programming 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.
- 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:

- A demonstrated interest in pursuing a career in international student and scholar services
- Graduate level course work or a recent degree (Master's degree is preferred) in higher education administration, international education, intercultural relations, student affairs, or related fields.
- Demonstrated interest in international programming, and the desire to work with international students and scholars.
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 Assistant Director of Programs, 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/oiss-internship-program

**Links**

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