UW ROME CENTER 2017/2018 STUDENT INTERNSHIP

Submitted by Caterina Rost on February 2, 2017 - 2:32pm

UNIVERSITY OF WASHINGTON ROME CENTER
STUDENT INTERNSHIP 2017/2018

In 2001 the University of Washington established a Rome Center Student Internship position. This position is designed to provide UW students with practical experience working in an office environment, and especially affording them the opportunity for contact with a cultural environment other than their own. This single Internship position is especially suited to a student enrolled at the University of Washington while working on Italian language studies or on other independent study topic which would be enriched by study in Italy. The Rome Center Student Internship position is outlined below.

GENERAL TERMS:

- dates: June 2017 - June 2018
- 20-hour work week
- flexible hours; some hours occasionally required outside normal office hours

ACADEMIC REQUIREMENTS:

- must be enrolled for study at the UW for duration of internship, with UW faculty member overseeing independent study
- prior participation on a UW Rome-based academic program preferred
- study abroad registration through UW Study Abroad (for more info contact studyabroad@uw.edu)

WAGES & HOUSING:

- small studio apartment at Rome Center provided (includes all utilities except phone)
- $450 monthly stipend

OTHER REQUIREMENTS:

- working knowledge of spoken/written Italian
- good understanding of computer hardware & software
- study visa (long-stay, multiple-entry type) for 1 year
- application form (attached)

JOB DUTIES:

- assists with program arrivals/departures (compiling student data, preparing check-in materials, handling keys and deposits)
- maintains student and program data (updating databases, generating lists)
- assists staff and faculty (e.g. setting up A/V equipment, preparing classrooms)
- helps students integrate into life in Rome (information source for Rome/Italy-related questions, etc.)
- provides library & computer lab assistance (shelving & cataloging library materials, basic IT troubleshooting)
- provides general office assistance (errands, filing, distributing mail, photocopying, etc.)
- performs other tasks as assigned

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