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**UNIVERSITY OF WASHINGTON ROME CENTER**

**STUDENT INTERNSHIP 2017/2018**

**OVERVIEW AND REQUIREMENTS**

**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 in 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) for 1 year

**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

Previous student interns have enjoyed becoming "Romans" for a year, and we have appreciated their enthusiastic assistance. If you are interested in this position, please submit the attached application. Applications will be accepted by email until March 10, 2017. Interviews will be scheduled and an intern chosen by the end of March 2017.

Please Contact: Sheryl Brandalik

UW Rome Center

Piazza del Biscione 95, 00186 Rome

Tel. (011-39-06) 686.8807

Email: sbrandal@uw.edu

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**UNIVERSITY OF WASHINGTON ROME CENTER**

**STUDENT INTERNSHIP 2017/2018**

**APPLICATION**

***Student Information*** *(all fields must be filled in)*

NAME:

UW MAJOR/DEPARTMENT:

ROME PROGRAM ON WHICH YOU PARTICIPATED:

STUDENT STATUS (graduate/undergraduate):

PROJECTED DATE OF DEGREE COMPLETION:

UW STUDENT NUMBER:

SKYPE NAME:

LOCAL U.S. OR CAMPUS ADDRESS:

LOCAL PHONE:

EMAIL ADDRESS:

*Please respond to the questions below.*

ACADEMIC STANDING:

The UW Rome Center Student Internship position requires that you be enrolled at the University of Washington for the duration of your internship. Describe what you will be studying while in Rome (for example: thesis credits, dissertation credits or independent study), as well as how you plan to carry out your research. Indicate through which UW department you will be earning credits and which faculty member will be supervising your study.

EXPERIENCE:

The UW Rome Center Student Internship Job Description (above) indicates the varied nature of duties associated with this position. Indicate any experience (educational, work, computer, related interests, travel, etc.) that you feel qualifies you for this position.

LANGUAGE:

The UW Rome Center Student Internship position does not require a proficient Italian speaker, but knowledge of spoken and written Italian is necessary (answering phone, reading/writing basic documents). Describe how much Italian you have studied, where you have studied it, and indicate to what degree you feel comfortable speaking, reading, writing and translating Italian.

FINANCIAL:

Please think carefully about what living in Rome for a year will cost. The cost of living is not inexpensive, and the Student Internship position offers only a modest stipend. Give a general indication of how you plan to support yourself while in Rome, providing an approximate budget of monthly living expenses and how you will meet them. Take into consideration Rome expenses such as food, telephone, travel, clothing, entertainment as well as other personal expenses and U.S. obligations (loans, credit card payments, etc.).

RECOMMENDATION:

We request two recommendations from UW faculty members. These should be faculty members who know you well enough to comment on your suitability for the job and for living/working on your own for a full year abroad. At least one should address your Italian language ability. Recommendations (brief and informal email is fine) should be sent to Sheryl Brandalik (sbrandal@uw.edu).

OTHER:

Please briefly describe why you are interested in the position.

Feel free to add any other information that you feel may be of assistance to us in evaluating you as a candidate.