

EducationUSA at the United States Educational Foundation in Pakistan Job Description – Summer Intern

Title: EducationUSA Intern

Location: Islamabad, Lahore and Karachi

Duration: Four weeks

Number of positions available: 2 per office

EducationUSA at the United States Educational Foundation in Pakistan (USEFP) seeks to help Pakistani students with their higher education aspirations in the U.S. It is part of a global network of 450 centers across 170 countries. The Advising Intern will provide administrative and programmatic support to EducationUSA, and work with them to ensure the success of their program goals and tasks. This is an unpaid position.

Responsibilities

The Advising intern will be expected to:

- Work 20 hours a week for 4 weeks starting mid-June
- Help with updating and maintaining the library and other databases
- Assist the advising team with planning, scheduling, and implementing existing programs and events
- Provide administrative assistance for USEFP's in-house summer program
- Assist in organizing pre-departure orientation for USEFP advisees admitted to US colleges

Skills/Characteristics

The Advising Intern must:

- Be an undergraduate student at a college or university in the U.S. in good academic standing
- Have excellent organizational, interpersonal and writing skills
- Have video and photo editing skills (preferable)
- Have the ability to work well within a team
- Have the ability to take initiative and meet deadlines
- Exhibit dependability and professionalism

Benefits

- EducationUSA Certificate (upon successful completion of the internship)
- Recommendation letter from Advising Department (upon successful completion of the internship)

How to Apply

Please send the following to internships@usefpakistan.org by May 30, 2015.

- Your updated resume
- An essay describing your first year at college (250 words or less)