



Department of Planning, Public Policy and Management Internship Posting Form

Use tab or arrow keys to move between fields.

Organization Information

Name of Organization	Interamerican University Studies Institute
Street Address	446 Charnelton, 2 nd Floor
City, State Zip Code	Eugene OR 97401
Web Site	www.iusi.org
Mailing address	P O Box 10958, Eugene OR 97440

Description of Organization:

 Brief summary of organization and work environment. (No more than 100 words)

IUSI is a not for profit Oregon corporation currently in its 23rd year of providing educational and cultural exchange with Latin America through accelerated, highly focused programs. Its main offices are in an historic building in downtown Eugene; its secondary office is in Querétaro, Mexico. It has client relationships with several institutions in Costa Rica.

Internship Title and Description:

 What will the student learn? Describe anticipated tasks and responsibilities. If internship is a project, describe type and scope. Indicate if travel is required. **If your description exceeds 200 words, attach a separate sheet.**

Educational Opportunities Development Coordinator

The position serves an ambitious project to create opportunities for cultural and environmental experiential education in Costa Rica. IUSI has client relationships with naturalists, a young organization promoting environmentally sustainable community stewardship, and a progressive language academy. The internship involves surveying these resources available to IUSI, studying similar opportunities in other areas, designing educational “packages” and setting up the marketing of these packages. Prior to or at the beginning of the internship, the student will be expected to travel to Costa Rica to become acquainted with human and institutional resources (see “Pay” section for further details of trip).

Student will gain experience in the survey of assets; market analysis; the conceptualization of a “product” which in the context of IUSI’s goals, is in fact an educational opportunity; and in the marketing of the product(s). A secondary benefit will be exposure to the structure and functioning of small not for profit organizations in this country.

Student reports to and is supervised by the executive director of IUSI.

Note: Prior to the beginning of spring term, the student will be expected to meet with IUSI staff and begin a familiarization process of alternative educational travel, eco-tourism, non-profit marketing, Costa Rica, and other related subjects. This may be accomplished at the student’s convenience and is projected to take 9-12 hours.

Qualifications: Describe the general knowledge and skills required. Note any preferred skills. (No more than 100 words)

General knowledge and skills required:

Well-organized in work habits
 Possess analytical skills
 Be able to communicate in writing and orally with people here and in Costa Rica
 Have at least Intermediate proficiency in Spanish
 Have studied or resided abroad

Hours: The academic term is 10 weeks.

Anticipated hours/week: 9 – 12, including trip to Costa Rica

Pay: Indicate if internship is paid and if so, whether the pay is an hourly wage or stipend.

Yes <input checked="" type="checkbox"/>	Hourly Wage:	Stipend of \$500 + round-trip airfare, medical insurance, lodging, and in-country travel expenses to Costa Rica for 5 days.*
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* Trip to Costa Rica is tentatively planned for the week of April 7 or 14, but travel dates are subject to availability of Costa Rican partners and service providers to IUSI.

Term of Internship: Internships are offered on an academic term basis. Students secure their placements in the term prior to the start of the internship. The date in parenthesis indicates **your deadline** for submitting an internship posting. Indicate the academic term(s) or “ongoing” if the internship is continually available.

Fall (Aug. 15) Winter (Nov. 15) Spring (Feb. 15) Summer (May 15) Ongoing

Student Application Procedure & Deadline

E-mail the following to office@iusi.org:

- Cover letter explaining why the internship is of professional value to the student
- Resume
- Three professional references who can comment on the student’s experience and background

Other:

Application Deadline: **January 18, 2008 at 5 pm**

Contact Information

Site Supervisor	Robert M. Jackson, Ph.D.
Title	Executive Director
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E-mail Address	office@iusi.org