

VISAS INTERNSHIP POSITIONS & DUTIES

Requirements: Must have experience as a VISAS volunteer and be a current student at UVA; A VISAS Internship is an academic-calendar-year commitment. If you plan to study abroad next year, unfortunately that precludes you from interning with VISAS.

Time Commitment: Interns can expect to work approximately 5 hours per week during VISAS' regular 10-week cycle, but more for the first 4 weeks of the semester as we set up the programs. Weeks in which we are conducting heavy recruitment, planning, and training will require up to 15 hours per week. These heavy weeks occur during the very early part of the semester. These programs are always evolving, but this should give you a good idea of basic expectations.

Pay AY 2023-24: Undergraduate Intern \$12/hour Graduate Intern \$15/hour

- 1) **Help coordinate volunteer programs**
 - Recruitment - outreach, Activities Fair representation, handling inquiries, screening volunteer applications
 - Training - help plan, organize, and implement training and makeup sessions for volunteers
 - Support volunteers and international participants. This generally involves supervising, troubleshooting, problem-solving, emailing, and resource referral.
 - Help plan and implement special events and social gatherings
- 2) **Hold weekly in-person office hours for your program**

During this time, you will do the work of your program, meet with the VISAS Program Director or Program Assistant, your co-coordinator (if you have one), and volunteers (infrequently).
- 3) **Attend weekly one-hour in person intern meetings on Monday mornings at 9 AM**
- 4) **Attend occasional intern professional development/training workshops**
- 5) **Attend Intern Week in person - August 16-August 18, 2023**
 - Assist with *Teaching as a Grad Student Workshop* for new international TAs
 - Attend trainings, workshops, and program planning sessions in preparation for the year ahead
 - Begin volunteer and international participant recruitment and outreach process
- 6) **Initiate projects on an as-needed basis. Examples of previous intern-initiated projects:**
 - Creating a training video for volunteers
 - Working on a summer tutoring program
 - Making a video library of American English "Small Talk" and other cultural encounters
 - Holding a VISAS tour of the Fralin Art Museum

VISAS Internship Positions

Below is a list of VISAS internship positions followed by descriptions. Not all these positions are available, as some current interns will continue and some of our program needs will change. Please be prepared to comment on which positions you would be most interested in, and if those positions are not available, which positions you would be open to filling.

Positions Open for 2023-24:

- **Workplace ESLA/LC Program Coordinators (3 positions available)**
- **ESL Assistant (ESLA) Program Coordinator (1 position available)**

Positions Filled for 2023-24:

- *Classroom Consultant Program Coordinator*
- *Language Consultant Program Coordinator*
- *VISAS Café Coordinator*
- *Media, Outreach, and Recruitment Coordinator*

All interns attend weekly meetings and hold office hours to meet with administrators, volunteers and/or plan for the week ahead. Below, please find detailed descriptions of each position.

VISAS Workplace ESL Assistant Coordinators (6 Positions)

These positions involve supported lesson planning and working with volunteers and English language learners, coordinating and supervising in-person sessions with multiple partners meeting

Responsible for overseeing: Workplace English Program
[Workplace ESL Assistant Program Summary and Outline](#)
[Workplace Language Consultant Program Summary and Outline](#)

Duties:

- Recruit, select, and train volunteers
- Pair volunteers and learners for English learning sessions
- Prepare materials and lesson plans with your partner/team and in close coordination with the VISAS Program Director or Program Assistant
- Troubleshoot and coordinate with volunteers
- Attend office hours with full Workplace intern staff on Mondays from 10-11 AM

Schedule is tentative but will be decided by summer. Interns will have some flexibility in choosing their section based on their course schedules.

Schedule: *This schedule is likely to remain but is subject to change.*

Workplace ESLA Coordinators – Wednesdays (1-2 positions):

- € Hold English language/literacy sessions Tuesdays from 12:30-1:30 PM
- € Must be available from 12:00-1:45 on Wednesdays
- € Attend office hours with full Workplace intern staff on Mondays from 10-11 AM

Workplace ESLA Coordinators - Thursdays (1-2 positions):

- € Hold English/literacy sessions Thursdays from 12:30-1:30 PM
- € Must be available from 12:00-1:45 on Thursdays
- € Attend office hours with full Workplace intern staff on Mondays from 10-11 AM

ESL Assistant (ESLA) Program Coordinator (1 Position)

Responsible for overseeing: ESL Assistants
[ESL Assistant Program Summary and Outline](#)

Duties:

- Recruit, select, train, and place ESLAs at the beginning of each semester
- Coordinate and communicate with ESLAs and ESL instructors
- Respond to the concerns of any participants
- Visit and observe classes, suggesting ways that the ESLAs can participate fully
- Create opportunities for ESLAs and/or students to engage outside of the classroom

This position, on average, requires fewer hours than our other intern positions.

The following positions have been filled by continuing interns.

Classroom Consultant (CC) Program Coordinator (1 Position)

Responsible for overseeing: Classroom Consultants
[Classroom Consultant Program Summary and Outline](#)

Duties:

- *Recruit, select, and train CCs at the beginning of each semester*
- *Coordinate and communicate with CCs and ESL 911 instructors*
- *Respond to the concerns of any participants*
- *Keep track of and check in with CCs on a weekly basis*

This is a good position for someone who is responsive, detail-oriented, organized, and sensitive to cross-cultural communication and concerns. This is generally a large program with many participants. Must also be willing to be a moderator.

Language Consultant (LC) Program Coordinator (1 Position)

Responsible for the overseeing: Language Consultants
[Language Consultant Program Summary and Outline](#)

Duties:

- € Recruit, select, and train volunteers at the beginning of each semester.
- Create and update spreadsheet for volunteer-international participant sign-up at the beginning of each semester (Rainbow Schedule)
- Send weekly check-in form to volunteers and international participants (Friday Feedback Form).
- Respond to partners' concerns and give feedback as needed on a weekly basis.
- Send out suggestions of weekly topics and activities (Sunday Newsletter).

This is a good position for someone who is very organized and detail-oriented, likes to problem-solve and troubleshoot, and has creative ideas for making this a more social program!

VISAS Café Coordinator (1 Position)

Responsible for the overseeing: Conversation Facilitators
[Conversation Facilitator Program Summary and Outline](#)

VISAS Café Information

Duties:

- *Facilitate weekly conversation between international participants and volunteers*
- *Enthusiastically lead groups of people in conversations in person and, if needed, online*
- *Develop and implement discussion topics and/or activities for each session*
- *Prepare session materials as needed*
- *Communicate weekly with international participants and volunteers to announce and remind about the meeting location and time*
- *Communicate with Media, Outreach, & Recruitment intern about weekly topic before Café to facilitate promotion of event on social media*
- *Help plan and implement social events*
- *Coordinate and communicate with Café Facilitators*

Schedule

- *Be present on Wednesday evenings from 4:45-6:15 PM*
- *Hold brief planning meetings with Café Facilitators once per week*

VISAS Media, Outreach, & Recruitment (MOR) Coordinator (1 Position)

Responsible for the overseeing: Media Consultants
[Media Consultant Program Summary and Outline](#)

Duties:

- **Media**
 - *Train, coordinate and communicate with Media Consultants.*
 - *Manage social media platforms (Instagram and Facebook); draft, schedule, and publish posts with program updates and engaging content on a daily/weekly basis.*
 - *Maintain consistent and professional branding and marketing style across programs and publicity materials. Communicate this to team members.*
 - *Familiarity with graphic design programs (including Canva) **required**. Familiarity with Microsoft Teams/SharePoint and WordPress preferred.*
 - *Make flyers for events and create designs for announcements using Canva according to the brand design of VISAS.*
 - *Maintain and update a spreadsheet for planning social media posts.*
 - *Identify and arrange photography (individuals and/or groups) for social events. Share photos on social media after events. Ability to photograph events as needed and use of a DSLR camera preferred.*
- **Outreach**
 - *Help plan, promote, and implement social events.*
 - *Create and implement tools/processes to facilitate the outreach goals of VISAS.*
 - *Maintain and expand upon VISAS' outreach initiatives, including Humans of VISAS and the VISAS Alumni Network.*
 - *Visit programs and work with a language learner to retain connections to programs.*
- **Recruitment**
 - *Oversee VISAS publicity.*
 - *Lead recruitment efforts for the VISAS leadership team.*

Schedule:

- *Hold planning meetings with Media Consultants once per week*
- **Busy time:** *the first several weeks of the VISAS program. Core responsibilities of this position take place during the planning, recruitment, and training phases of the semester. The ability to be available and flexible during these weeks is essential.*