



International Internship Job Description Form			
Job Title:	Internship	Dates:	3 months, dates flexible, earliest starting date is July 2018
Company Name:	MacEwan University		
Department:	Centre for the Advancement of Faculty Excellence (CAFÉ)	Flexible on Dates?	Yes
Contact Information (<i>Contact Information will Not be Shown on the Job Posting</i>)			
Supervisor's Name:		HR Contact's Name:	Dr. Daryna Dechyeva
Supervisor's Title:		HR Contact's Title:	
Supervisor's Phone #:		HR Contact's Phone #:	
Supervisor's Email:		HR Contact's Email:	asiia@leosachsen.tu-dresden.de
Company Information			
Address:	10700 104 Ave NW, Edmonton, AB T5J 4S2	Company Website:	www.macewan.ca/ www.macewan.ca/research
About the Company:	MacEwan University, a government funded public institution located in the city of Edmonton, has a reputation for providing quality, affordable, student-centred education with small classes and individualized instruction. It offers a wide range of education and career pathways to more than 12,000 full-time students. MacEwan International provides leadership to the university in internationalization, preparing all students, faculty and staff to succeed in and contribute to a global society and economy.		
Job Description			
Roles and Responsibilities:	<p>Working in this position will provide the intern with valuable experience in Canadian higher education teaching and learning.</p> <p>This position supports the Centre's initiatives of providing services for teaching and scholarly activities of faculty members, such as curriculum support, evaluation and assessment, learning technology, and professional development.</p> <p>The intern will provide support and administration of event planning, database management, background research, technology implementation, scheduling, and other processes. Other tasks are communication with internal stakeholders and marketing of the Centre's initiative.</p>		
Qualifications			
Preferred Skills:	<ul style="list-style-type: none"> • Excellent English verbal and written communication skills • Strong intercultural communication skills • Strong work ethic and demonstrated ability to work independently and in a team • Proficient in Microsoft Office applications and experience in document layout • Experience in database management 		



Academic Background:	Any field of study.
Other Qualifications:	<ul style="list-style-type: none">• Excellent computer skills• Familiar with database applications• Ability to adapt and multi-task• Strong organizational skills• Willingness to learn and show initiative
Remuneration:	
Compensation or Financial Assistance:	\$15.00/hour (gross)
Other Benefits:	MacEwan Staff Association membership
Additional Information:	
Hours of work:	Hours of work are 8:30 – 4:30 Monday - Friday and 35 hours per week.
Performance Expectations:	<ul style="list-style-type: none">• Conduct in a professional manner in person, over the phone, email or any other media platform when representing MacEwan's Centre for the Advancement of Faculty Excellence• Work collaboratively with others and treat everyone with respect• Adhere to institutional privacy and personal information guidelines• Provide a report at the end of the internship• Goals will be set at the beginning of internship and evaluated at its conclusion. A letter of reference may be provided at the intern's request.
Mentorship Provided	<ul style="list-style-type: none">• Mentorship and guidance will be given to the internship by MacEwan staff and individual faculty for specific projects.