

## IIB Office Lead Intern Position

The Institute for International Business (IIB) is seeking a lead intern for Summer 2024. The position starts during Spring 2024 semester and we are hiring ASAP. As lead intern at the Institute for International Business, you will get hands-on experience with office procedures, event coordination, and will interact with world-class entrepreneurs and executives from across Africa. The IIB employs 3 student workers full time during the summer to work directly in coordinating and facilitating activities for the Mandela Washington Fellowship program. The Fellowship brings 25 young entrepreneurs and leaders from across Sub-Saharan Africa to the Iowa campus for a 6-week leadership in business institute. As lead intern, you will be working in the IIB office 10 hours per week during the spring 2024 semester helping to plan and organize for the Fellowship and receiving training on IIB procedures.

In late May, you will begin working 40 hours per week alongside the 2 other IIB interns to be hired later, as well as IIB and Fellowship staff. The entire focus of the summer is coordinating and facilitating the Fellowship. The Lead Intern will be responsible for bringing the summer interns up to speed, coordinating intern schedules, leading communication between interns and staff, and leading and overseeing all intern activities. All 3 interns are responsible for daily event coordination and management, developing marketing, social media posts, and other outreach materials, and office operations. Interns will interact daily with the IIB staff, the Mandela Washington Fellowship cohort, lecturers, and staff, and occasional members of the public. Interns will generally work from 8 am to 5 pm, though some days may call for an earlier start or a later end time due to events, field trips, and ceremonies. Interns will also be invited to all Fellowship-related events and outings, and occasionally be provided meals or snacks.

This is a job that requires leadership skills to effectively help train the other interns, coordinate schedules, and take initiative on completing tasks without staff supervision. The ideal candidate will have the ability to effectively coordinate and manage multiple projects, will have excellent written and interpersonal skills, and will have a strong interest in gaining a global perspective and working in a culturally diverse environment. The ideal candidate will also be interested in continuing to work at the IIB as an office intern for the 2024-25 school year and beyond.

Location: In person

Wage: \$11/hour

Hours: Lead Intern would start during the Spring '24 semester at 10 hours per week for training on IIB procedures and Fellowship planning and prep. All interns would start working 40 hours per week on Monday, May 20 for Fellowship prep and facilitation. Summer internship ends Aug 2.

This internship also has a possibility to extend into the 2024-25 school year at 10–15 hours per week. The internship is open to any undergraduate student in good standing at Tippie College of Business; we will consider undergraduate students from other colleges as well. Please send a cover letter and resume to [jayne-meacham@uiowa.edu](mailto:jayne-meacham@uiowa.edu)