



Educational Advising Program Description

IIE/Latin America works closely with the U.S. Department of State, Bureau of Educational and Cultural Affairs and with other offices of the US Embassy in Mexico, in administering the largest U.S. State Department-supported EducationUSA center in Latin America, promoting U.S. higher education by offering comprehensive and objective guidance to qualified individuals on how best to access educational opportunities in the United States. IIE interns work in the EducationUSA Advising Center, hosted by IIE/Latin America, in assisting with counseling students, as well as with the Regional Educational Advising Coordinator (REAC) who provides leadership and expertise in educational advising issues to advising centers and U.S. Embassies throughout Mexico, Central America and the Caribbean.

1- Intern Responsibilities

As the main EducationUSA Advising Center in Mexico, IIE receives approximately 65,000 requests for information annually. It provides information concerning all levels and types of education in the U.S. through its extensive collection of reference materials.

The Advising Interns assist the Educational Adviser in providing the following services:

- Advise the general public and Mexican institutions about educational opportunities in the United States.
- Conduct research on specific topics related to US study for use within the advising center.
- Support students interested in studying in the U.S. through personalized advising sessions, internet and publication research assistance and guidance throughout the application process.
- Fostering communications with students.
- Revise and deliver PowerPoint presentations about U.S. study at public information sessions.
- Edit the monthly advising newsletter and calendar of activities.
- Provide updated center information for various advising related websites.

Occasionally Advising Interns will also have the opportunity to work directly with the REAC in administrative duties including:

- Assisting Regional Educational Advising Coordinator in program activities with Advisers in Mexico, Central America and the Caribbean (MCAC).
- Maintaining REAC related websites.
- Developing and supporting projects throughout the MCAC region.
- Organizing budgets and other fiscal data.

Other projects may include:

- Organizing activities for International Education Week (Fall Session)
- Conducting Personal Essay Writing Workshop (Fall Session)
- Preparing presentations for international education conferences (Fall & Spring Sessions)
- Participating in US college and university fairs (Fall & Spring Sessions)
- Planning Pre-Departure Orientations (Summer & Spring Sessions)
- Developing new presentations for public orientations.
- Researching and editing IIE publications.
- Reporting on activities, writing grant proposals and other formal writing assignments.

Training

Interns will receive a comprehensive orientation during their first week at IIE/Latin America, as well as detailed training throughout their assignment. At the beginning, training entails learning about the many functions of IIE/Latin America, its personnel, and specific information regarding international education. As the initial training serves as a general overview of the functions of IIE, it is supplemented by detailed preparation for the other intern responsibilities. Interns are also invited to participate in monthly staff meetings.

Interns are required to complete comprehensive mid-term and final evaluations, including a written form provided by the Educational Adviser and an interview to assess the activities of both the intern and the supervising staff.

2- Session Dates & Application Deadlines

The Educational Advising Division typically has one to two interns for each term (spring, summer, and fall). Students with a more flexible schedule (for example, those who have already graduated) are encouraged to apply for spring or fall sessions. IIE prefers that students extend their program for an additional three-month period and those who are interested in a six-month program should specify this on their application. IIE welcomes applications from students on a quarter system as well and will accommodate to academic schedules for strong candidates.

Session Dates	Application Deadline	Notification Date
Spring Session mid-January to late-May	October 15	November 15
Summer Session mid-June to late-August	March 15	April 15
Fall Session early September to mid-December	June 15	July 15

Work Schedule

Interns work from 8:30 am to 5:30 pm, Monday through Friday, except official Mexican and American holidays. Interns must be available to work full-time and agree to a commitment of service in order to complete their full program length as specified on their application. IIE reserves the right to terminate the internship program of any individual prior to completion according to their judgment regarding the performance of the Intern.

3- Eligibility

Minimum Requirements:

- Completion of at least three years of higher education in the United States. NOTE: It is not required that interns be U.S. citizens, as long as they have studied in a U.S. college or university for at least three years.
- The ability to communicate competently in both Spanish and English.
- Personal maturity as demonstrated by the ability to receive instruction and work on projects with limited supervision. Self-direction is essential, as is the ability to work with a small team. Must also feel comfortable working in a shared office space.
- Intermediate skills in software applications: Word, Excel, and PowerPoint.

Preferred Skills & Experience:

- Bachelor's degree.
- Previous participation in a study-abroad program or other international experience. The ability to adapt to and benefit from a new cultural experience.
- Professional experience in a public service office, preferably working with high school or college students.
- Demonstrated interest in international education and Latin America. General knowledge of Mexican history and culture. Interns are encouraged to keep abreast of current political, economic, educational, and social events in Mexico.
- Intermediate skills in Outlook and Access software applications, and writing HTML code.

4- Application Process

Step 1:

Eligible candidates interested in the Educational Advising Internship Program must submit the following documents as attachments in an email to mlewis@iielatinamerica.org.

- Complete [Educational Advising Internship Application](#)
- Résumé
- Essay (up to 500 words): Please comment on why you would like to participate in the Educational Advising Internship Program, what you hope to learn, and what makes you a qualified candidate for the position.

Step 2:

Applicants should then request the following documents to be sent directly to IIE/Latin America.

- Two professional letters of reference, preferably from a professor and employer. At least one letter must be from an academic reference. NOTE: Reference letters may also be sent in an email format directly to the Internship Coordinator (mlewis@iielatinamerica.org).
- Official college/university transcripts. NOTE: Graduate students need only send transcripts from their first year in their graduate program.

All documents in steps 1 and 2 must be postmarked by the application deadline:

<u>Session Dates</u>	<u>Application Deadline</u>
Spring Session:	October 15
Summer Session:	March 15
Fall Session:	June 15

These documents can be sent via regular mail to:

Attn: Internship Coordinator
IIE/PD/REAC
American Embassy Mexico
PO Box 9000
Brownsville, TX 78520-0900
(Delivery time: up to two weeks)

Or via messenger service (e.g., Federal Express or DHL) to:

Attn: Internship Coordinator
Institute of International Education
Office for Latin America
Calle Liverpool 31
Colonia Juárez
06600 Ciudad de México, Distrito Federal, MEXICO
Telephone (52) 55-5703-0167

Step 3

IIE/Latin America will notify candidates by email of the receipt of all application documents. We will only consider applications complete with all required materials. If a candidate's application passes the first selection phase, we will contact you via email to schedule a telephone interview. All applicants will be notified of their selection status by the corresponding notification date.

<u>Session Dates</u>	<u>Notification Date</u>
Spring Session	November 15
Summer Session	April 15
Fall Session	July 15

Step 4

Upon notification, candidates must confirm their participation in the internship program within five working days. If we do not receive a response within that time, the offer will be rescinded. To assist candidates in making their decision, we will facilitate contact with current interns.

IIE will retain the application documents of candidates not selected for up to one year and invites these individuals to reapply with updated materials for a following session within that time period.

Step 5

The EducationUSA Advising Center is located within the public library inside the U.S. Trade Center, which is a U.S. Government building with U.S. Embassy security. The U.S. Embassy requires that all staff have a U.S. Embassy-issued identification badge to enter the building during non-public hours. IIE/Latin America will send via email several U.S. Department of State standard forms for Non-Sensitive positions which interns will need to complete and mail for arrival in Mexico at least two weeks prior to the intern's arrival in Mexico.