

Psychology and Child Diversity & Development Programs Assistant

Short name: PCD

The main goals of the internship position as the academic assistant in the Psychology and Child Diversity & Development (PCD) department are to assist with all aspects of the PCD program during the fall, spring, and summer semesters. You will enhance your knowledge and skills in the areas of administration, curricular planning and intercultural communication.

Qualities desired:

- Ability to multitask
- Sense of humor
- Diplomatic
- Ability to deal well in ambiguous situations
- Strong organizational skills with a focus on details
- Ability to work in a fast-paced environment
- Confidence in your own skills and knowledge
- Comfortable making substantial decisions on own
- Independently motivated
- Know your own limits
- Ability to ask for help

Main areas of responsibilities:

- Assist in all areas under PCD Program Director, such as preparing syllabi and semester information, helping to organize and lead study tours, aiding in academic orientation and counseling, and helping DIS visitors
- Focus on the daily tasks necessary to keep the semester running smoothly
- Assist faculty when needed
- Enhance your knowledge and skills in the areas of administration, curricular planning and intercultural communication
- Gain practical experience in the field of study abroad program administration
- Department Tasks:
 - Work with Faculty on a daily basis
 - Organizing and coordinating semester events – field studies, movie nights, make-up classes, program/course dinners/social events
 - Help plan and/or attend field studies and study tours (may include managing directions, organizing students, and acting as a role model in engaging with the hosts)
 - Prepare materials used for presentations and orientations
 - Meet with visitors and prepare welcome packets
 - Plan and lead/assist study tours
 - Update database for PCD contacts (practicum sites, study tours, guest lecturers, etc.)
 - Be aware of academic and DIS social calendars, conflicts, faculty concerns and anything that can be of service to the PCD program
 - Assist in preparing PCD syllabi, assignments, and exams
 - Responsible for reporting to accounting/finances for course and program events
 - Development of PCD promotional materials; including brochures, letters, website and more
 - Attend PCD academic planning meetings
 - Work closely with the Practicum coordinator – on logistics and database-connected to PCD practicum sites
 - Assist other departments upon request (Orientation, exam proctoring, front desk, etc.)

- Student contact:
 - Listen to students' concerns about DIS and the PCD program. Be proactive in finding solutions to any problems and creating the best environment for the students as possible
 - Ensure that class representatives are elected in PCD classes.
 - Provide any academic counselling the students need (questions about assignments, concerns about faculty). Refer them to appropriate persons in other departments when necessary.
 - Keep program director oriented about semester issues or concerns that students have
 - Be an academic model for the students, by valuing and maintaining your own curiosity for the field of psychology and child development, while on field studies, study tours, etc.
 - Correspondence with prospective students interested in the PCD program
- Faculty Contact:
 - Maintain support and contact for faculty
 - Prepare/bring materials (readings, articles, etc.) to classes
 - Be available to faculty throughout the day to answer questions or discuss class issues
 - Arrange classrooms and equipment for all classes, as well as make-up classes in the evening
 - Finalizing/editing of course syllabi for PCD courses
 - Attend classes when necessary
- Course Contact:
 - Class co-coordinator for selected PCD courses, when/if needed.
 - Printing and distribution of papers, articles, exams to students and instructors
 - Resource for students about assignments and presentations
- Study Tours:
 - Assist in finding and securing academic visits for Child Diversity & Development + Psychology study tours.
 - Research educationally related organizations
 - Send contact emails
 - Make phone calls to follow-up and develop initial dialogues about visits
 - Arrange logistics of academic visits – times, days, location, transportation, and the content of the visit
 - Research and print directions to each visit
 - Form good relations with contacts to secure future visits
 - Lead study tours when you are asked.
 - Organize all information into a program book for students
 - Assist with student orientation for study tours
 - Responsible for all money during the tour
 - Responsible for the completion of expense reports on return
 - Working closely with Study Tour Department
 - Maintaining open contact with students and other leaders at all times
 - Work with study tour department in preparing study tour material
- International Educator's Workshop (IEW):
 - Assist all of DIS during workshops, but specifically help with Psychology and Child Diversity & Development sessions for conference participants and guests.
 - Inform people about the Psychology and Child Diversity & Development program and answer their questions.
- Additionally you will be expected to carry out various DIS-wide assignments i.e. marketing tasks and projects, amounting to no more than 20% of your working time.