# JOB DESCRIPTION

**International Resident Assistant/Intern in Namibia**

**Title:** International Resident Assistant (IRA)/Program intern, Center for Global Education (CGE) at Augsburg College, Namibia program.

**Purpose:** To promote a healthy living/learning environment for semester/summer students and as possible with short-term educational seminars.

**CGE Mission:** The Center for Global Education (CGE) at Augsburg College’s mission is to provide cross-cultural educational opportunities in order to foster critical analysis of local and global conditions so that personal and systemic change occurs, leading to a more just and sustainable world. The IRA works with the fall and spring semester program in Namibia/South Africa titled: *Nation Building, Globalization, and Decolonizing the Mind,* the summer program titled: *Social Change and Development in Southern Africa,* and short-term educational programs to Namibia.

**Immediate Supervisor:** Program Coordinator/Instructor, Namibia

**Length of Position:** 10 months (August —May)

**Primary Responsibilities:**

* Accompany students during the semester abroad program in Namibia and South Africa.
* Provide first response and emergency assistance to semester students and short-term program participants.
* Serve as resident advisor to semester students. Plan and facilitate weekly community meetings to foster effective communication among students.
* Support students and other program participants as they process their inter-cultural learning experience.
* Monitor group dynamics and provide the feedback necessary to students and staff in order to create a positive learning environment.
* Communicate effectively and serve as a liaison between students and the staff in Namibia.
* Participate in logistical operation of semester program.
* Work with program staff with the planning and implementation of short term travel seminars in Namibia as the schedule allows.
* Assist with the urban and rural homestays, which includes helping with the matching process, orientation, and providing logistical and emotional support.
* Monitor students’ family stays throughout the semester
* Provide assistance with marketing and recruitment, ie, taking photos, interviewing students, videos, writing, etc.
* Set up volunteer placement positions for semester students.
* Live in the program house, maintaining the resource library, community sharing boards, and communicating student needs to housing staff.

In all of the above areas, the intern can expect to be incorporated into a team approach to work; however, ultimate responsibility and decision making lies with the Site Director and program staff.

**Qualifications:**

* Demonstrated commitment to the purpose and goals of CGE.
* Initiative, flexibility, leadership, and strong communication skills.
* Experience working with diverse groups of people.
* Strong English language skills required.
* Experience in multicultural settings and awareness of cross-cultural dynamics and gender issues.
* COMPLETED BACHELOR’S DEGREE
* Resident advisor experience or equivalent required with a preference for work previously done with CGE.
* Computer and organizational skills as well as attention to detail.
* Preference given to alumni of CGE semester programs or similar study abroad programs.
* **Benefits:**
* Round trip airfare to Namibia.
* Full room and board.
* US $400/month stipend.
* A relocation stipend upon successful completion of the internship.
* Health insurance while outside the United States.
* You may be eligible to defer some student loans (you need to check with your loan to see if it can be deferred for volunteer service).
* About two weeks time off, which must be approved by the supervisor in advance.