1. Monday, April 8, by 4:30 p.m. is the last day for an undergraduate to drop an individual, semester-length course in spring 2013

- Students can print the necessary drop form from their ISIS login page
- Students can find info on how to get an instructor signature on the Academic Advising Center Add/Drop website
- Students must take the signed drop form to the Registrar’s Service Center (17 Calvin Hall, 8:00-4:30 p.m.)
- The drop deadline is rigorously enforced; exceptions are rarely made only for students with circumstances beyond their control (exs: serious illness or a death in the family)

2. Open course on ISIS for spring 2013 (instructor is Yuan Zhu who is in the commentator of current affairs at the China Daily)

Begins: Apr 16, 2013  
Ends: May 02, 2013  
3:30P - 5:40PTTh151_SH |


4. Make an appointment with Karmen to be cleared to register and/or to review your graduation plan; if you can’t find an appointment on the online scheduler, contact the International Studies Program at 319/384-1328, 21 Schaeffer Hall

5. Instructions for new degree audits on ISIS:

   Log into ISIS  
   Go to Student records  
   Find “Degree audit” (left hand column)  
   Choose International Studies from “Program of Study” drop down  
   Click REQUEST AUDIT, wait for green ribbon to appear at top of screen  
   Then click CHECK FOR COMPLETED AUDITS (you often have to click it a few times, eventually your IS degree audit will appear; then click VIEW)
The International Studies Program presents

Iowa-Based Careers for the Global-minded Liberal Arts Student

Students of all majors are welcome to bring questions for panelists who will discuss their careers at:

- The Stanley Foundation (Muscatine)
- Cartha Global Ventures & Cartha Collaborative Doers (Iowa City)
- The Iowa International Center (Des Moines)

Wednesday, April 3, 2013
5:00-6:30 PM
140 Schaeffer Hall

Individuals with disabilities are encouraged to attend all University of Iowa sponsored events. If you are a person with a disability who requires a reasonable accommodation in order to participate in this program, please contact the International Studies Program in advance at 319-384-1328.
Upcoming SWAT Workshops

All workshops are held in 61 SH, 3:30-4:20 PM. Workshops are free and open to all UI undergrads on a first come, first serve basis.

Wednesday, April 3: Strategies to Enhance Memory – Often, it's not what you memorize but how you memorize it that makes the difference. This workshop will provide strategies designed to enhance how you memorize information and recall it during exams.

Wednesday, April 10: Assertive Communication – Do you feel intimidated at the thought of talking to a professor or visiting your TA during office hours? Learn important communication skills to increase your assertiveness and work toward accomplishing your goals.

Find Your Focus Workshop Series

Five Ways to Explore Majors and Careers this Summer
Don’t just hang out at the beach this summer – learn how to use your time to gather information on possible careers and majors

Thurs., April 4, 12-1 p.m., C230 PC -or-
Wed., April 10, 12:30-1:30 p.m., C230 PC

RSVP (not required to attend) at https://uiowa.qualtrics.com/SE/?SID=SV_eLhPhdGPUvDchxj

Global Medicine Society

Hunger Banquet

Monday, April 1st 6:00 - 7:30
Buy tickets for $5 over lunch in the MERF Atrium

Learn about the stratification of food across the world in this "interactive demonstration" while helping to provide lunches for children at school in Mozambique!

The event will take place in the MERF atrium. This will be the perfect way to get a meal, make a difference and take a break from studying!

Dinner will be provided
The Shot @ Life campaign will be kicking off this spring with a congressional letter-writing campaign. Shot @ Life advocates and fundraises for universal childhood vaccinations, specifically against four major preventable diseases: measles, polio, diarrhea and pneumonia. We will be filling out advocacy cards, discussing other events for the campaign this spring, and enjoying some snacks and refreshments. For comments or inquiries, please contact Marisa Way at marisa@unaiowa.org.

**Free Lecture – Mission Creek Festival**

**What:** The Quiet Revolution: From the Walkman to the iPod, How Portability and Infinite Storage Have Changed the Way We Listen, and What We Listen To  
**Who:** Tim Quirk, Google, Head of Global Content Programming for Google Play  
**When:** Monday, April 1, 7:30pm  
**Where:** Senate Chamber of the Old Capitol building Free and open to the public  
http://www.facebook.com/events/432116726863577

Tim Quirk is currently Head of Global Content Programming for Google Play, where he leads the team responsible for music, books, apps, and video merchandising. Prior to Google, he was VP of Music Programming for Rhapsody. He spent much of the '80s and '90s as the singer and lyricist for the punk-pop band Too Much Joy, before easing his way into music journalism and the digital music business. He's been a regular contributor to popular publications ranging from Ray Gun magazine to The San Francisco Chronicle, and his critical essays have been published in anthologies such as This is Pop and Best Music Writing 2010.

**The Englert Theatre will host a welcoming reception prior to the lecture.** The 6 p.m. reception will provide the Iowa City community a unique opportunity to engage with Quirk.

For more info, contact Kembrew McLeod at 319-335-0582.

**Thinking About Graduate School?**

The Jakobsen Conference, an annual event for and by UI graduate students, will take place on **Saturday, April 6, 2013, 12:30 - 7:00 pm, at the Iowa Memorial Union.** Held each spring semester, the Jakobsen Conference provides a well-attended, public forum for oral and poster presentations. There will also be a lunchtime panel discussion on apply for graduate school, 12-1:30 PM. Come learn from current graduate students what graduate school is really like! For more information and to register as a non-presenter, please visit the conference website.
Consider Public Health!

Join us for the Undergrad to Grad CPH Visit Day!

Monday, April 1st, 2013 from 4:00 p.m.—5:30 p.m.

Join us to talk about Public Health, eat Burritos, and enter a drawing to win awesome prizes!

C217 College of Public Health Building

Visit day will feature an overview of the University of Iowa College of Public Health, breakout sessions about Undergrad to Grad program options, information on applying to public health programs, and a building tour.

Individuals with disabilities are encouraged to attend all University of Iowa sponsored events. If you are a person with a disability who requires an accommodation in order to participate in this event, please contact Lexie Just at lexicust@uiowa.edu, or 319-384-1539.

RSVP at: http://www.public-health.uiowa.edu/prospective-students/utgday.php

Photos of the College of Public Health Building by Tom Jorgensen
Upcoming Global Health/Policy Events

Global Health Club General Meeting
Tuesday, April 2, 8 PM in the Bijou Theater
Since April is our "Water" month Professor Carrel will be speaking about tough water choices in Bangladesh. As the population becomes more dense, cholera has started to spread. Upon learning that local surface water sources were the causes for the outbreaks, people drilled into the groundwater for a pure supply. However, due to natural processes, the groundwater contains high levels of arsenic. Therefore, people now have to choose between drinking water which will give them cholera, or arsenic poisoning.

The Role of U.S. Foreign Aid in Global HIV/AIDS Prevention
Wednesday, April 3, 7:00pm in the Old Capitol Senate Chambers
Guest speaker Michael Gerson is a Washington Post columnist and Senior Advisor at ONE, a bipartisan student organization dedicated to the fight against extreme poverty and preventable diseases. He is the former Chief Speechwriter and Senior Policy Adviser for President George W. Bush.

Global Health Fair (including a Jeopardy game show with prizes!)
Friday, April 5th, 5:30pm in 1117 UCC
Two researchers and a local organization will speak about their activities, followed by a global health-themed Jeopardy. After Jeopardy, we will have a networking opportunity with the researchers and organization leader, as well as an opportunity to get to know one another. Prizes and food will be offered!

Film Screening of The Waiting Room (running time: 81 minutes)
Tuesday, April 9, HNI Auditorium, Pomerantz Center
7:00pm – Screening
8:30pm – Moderated discussion featuring Peter Nicks, Director and Producer of The Waiting Room
The Waiting Room is an award winning documentary about a day in an emergency department in an Oakland, California public hospital.

Spring Cleaning Time!

Time to clean out your closet? Bring your gently used clothing and household items to the Stuff, Etc. barrel in 21 SH by Monday, April 15. The proceeds from all donated items will support the outreach programs of the Iowa Youth Writing Project.
**Bridging Fiesta**

The Organization for the Active Support of International Students (OASIS) will present its annual Bridging Fiesta, featuring a sit-down dinner with a variety of cultural foods followed by casino games. Every half hour during the event, guests will be served a different tea from countries around the world. Student organizers of Walk it Out, the UI’s annual multicultural fashion show, will give a short presentation about their upcoming show on April 13. Walk it Out is once again partnering with University of Iowa Hospitals and Clinics to promote HIV awareness and education on campus. For more information, contact Meghan Ryan at meghan-ryan@uiowa.edu or 563-340-4381.

**When:** SATURDAY, APRIL 6, 2013, 7-10 PM  
**Where:** Old Brick, 26 E. Market St, Iowa City  
**Cost:** $5, buy tickets in advance at the IMU box office

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**Celebrate Carnaval!**

Loyce Arthur, costume designer/faculty member in Theatre Arts at the University of Iowa, invites all members of the community to become actively involved in helping to create a carnival event (including fantastic costumes)! The carnival parade will take place during the Iowa Arts Festival.

Please help spread the word and encourage participation from community members of all ages. There are many ways to get involved!

**Every Saturday through June 8th:** Workshops (to make costumes & floats for the carnival parade) at North Hall, B1, 1-5pm

**April 13th:** Armando Duarte Carnaval dance workshop, Iowa City Public Library, Meeting Rooms A, B, & C, 10:30-11:30 AM

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**ICFRC Luncheon: The Rise, Fall, and Rise of International Studies on College Campuses**

Paul Greenough, co-director of the South Asian Studies Program in International Programs, will present an upcoming Iowa City Foreign Relations Council (ICFRC) luncheon lecture on “The Rise, Fall & Rise of International Studies on College Campuses.” Greenough will address changes and trends in the development of international studies programs. He will be sharing his insights on international studies programs on college campuses, a topic with which he has significant experience.

The talk will be held **Thursday, April 4, at noon** in the Congregational Church, 30 North Clinton Street, Iowa City. ICFRC luncheons are $9.00 for ICFRC members and $12.00 for non-members. Registration is available [here](#). For more information, contact the ICFRC office at (319) 335-0351 or [ICFRC@uiowa.edu](mailto:ICFRC@uiowa.edu).
Soirées Cinéma / Tardes de Cine

Come Enjoy movies in Spanish and French every Wednesday at 7:30PM


Feb 27th in PH100: *La comunidad*, A. de la Iglesia (Spain, 2000)


Mar 13th in PH100: *El otro lado de la cama*, E. Martínez-Lázaro (Spain, 2002)

Mar 27th in PH100: *L’Auberge espagnole*, C. Klapisch (France, 2002)

April 3rd in LR2 VAN: *Celda 211*, D. Monzón (Spain, 2009)

April 10th in PH100: *Le Grand Voyage*, I. Ferroukhi (France, Morocco, 2004)

April 17th in PH100: *Volver*, P. Almodovar (Spain, 2006)

April 24th in PH100: *Le Million*, R. Clair (France, 1931)

May 1st in PH100: *El laberinto del fauno*, G. del Toro (Spain, 2006)

May 8th in PH100: *Mon Oncle*, J Tati (France, 1958) preceded by a short from Spain
Assistant Manager of Outreach for the Institute of International Education (IIE) Lee Rivers will present a workshop on the Fulbright U.S. Student Program. Mr. Rivers will be joined by Fulbright Student Alumni Ambassador Cristina Gauthier (Research Grant, Brazil), and UI Fulbright grantee Sarah Loweri (English Teaching Assistantship, South Korea). All undergraduate and graduate students interested in learning more about the Fulbright program are welcome to attend.

For more information please contact Karen Wachsmuth, academic programs and student services administrator, International Programs, karen-wachsmuth@uiowa.edu, 319-335-1436.
Citizens’ Media and War: The Colombian Case

In an upcoming UI presentation, Clemencia Rodríguez, professor of communication at the University of Oklahoma, will present part of her extensive research on how Colombians turn to community media – including radio, television, video, digital photography, and the Internet – as tools to forge lives for themselves and their families that are not entirely colonized by armed conflict and its effects.

Rodríguez’s talk will be held **Friday, April 12, 2013, at 4 pm** in 1117 University Capitol Centre. This event is free and open to the public.

In many Colombian communities, civilians live in the shadow of armed intruders, including leftist guerillas, right-wing paramilitary groups, the army, and drug traffickers. Under these conditions, Rodríguez argues, grassroots media that are deeply embedded in the communities they serve strengthen the ability of community members to productively respond to violent incursions.

Since 1984, Rodríguez has conducted research on citizens’ media in different international contexts, including Nicaragua, Colombia, Spain, Chile, and among Latino communities in the United States.

This event is sponsored by the Latin American Studies Program in International Programs. For more information, contact Joy Hayes at joy-hayes@uiowa.edu or 319-353-2265.

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Study Abroad in India in Fall 2013 – open to all majors

UI Study Abroad welcomes applications for the Semester in South India program in fall 2013. Located in Mysore, a lovely mid-sized city in the southern state of Karnataka, the University of Iowa's Semester in South India program allows students from all majors to explore India's rich classical heritage and the contemporary forces that are rapidly reshaping this powerful nation today.

Courses are conducted in a module format and are complemented by weekly visits to sites such as local NGOs, health clinics, women's organizations, village government centers, and organic farms. Throughout their coursework, students participate in service-learning projects and internships to gain hands-on experience with the topics discussed in the classroom. All participants will take Indian Culture and Civilization (4 s.h.), Gender in Indian Society (3 s.h.), Sustainable Development (3 s.h.), Environment and Health in Modern India (3 s.h.), and Conversational Kannada Language (1 s.h.) Additional elective options include Hindi, Sanskrit, yoga, mridangam (drum), sitar, bharatanatyam (dance), Carnatic vocal music, and an Indian cooking class.

The application deadline is **April 15th, 2013**. More information, photos, a short video, and applications are available on the program web site. Please contact Fran Boyken, Study Abroad Advisor and Program Coordinator, with any questions you may have.
WALK IT OUT
MULTICULTURAL FASHION SHOW

04-13-13
IMU, MAIN LOUNGE
Food Served: 6:30pm
Show Starts: 8:00pm
$5 at the door
$3 in advance

Latin American, LGBTQ, Middle Eastern, East Asian, African, Hip Hop, South Asian.

Sponsored by: MAYCO, Daum, AAC, BSU, ISA, ARH, OSCAR, BASH, USA, UISG, CSIL

The University of Iowa seeks to create an inclusive and welcoming environment by celebrating human differences and advocating for equity in our policies, practices and programs. All civilly expressed opinions and ideas are welcome at events. Individuals with disabilities are encouraged to attend all University of Iowa sponsored events. If you are a person with a disability who requires an accommodation in order to participate in this program, please contact Walk It Out in advance at: fashionshow.walkitout@gmail.com

Tickets sold at IMU Box Office.
CALL FOR HEALTH RESEARCH ABSTRACTS FROM STUDENTS
for presentation at the
14th Annual Student Interdisciplinary Health Research Poster Session

Date: January 16, 2013
To: Undergraduate Students, Graduate Students, Post-Docs, and Fellows
From: Interdisciplinary Health Group (IHG) Student Poster Session Committee
Re: 14th Annual Student Interdisciplinary Health Research Poster Session

You are invited to submit a research abstract for the 14th Annual Student Interdisciplinary Health Research Poster Session. The University of Iowa Interdisciplinary Health Group sponsors this poster session to give all University of Iowa students an opportunity to present health-related research and to encourage students to interact with researchers from areas other than their respective disciplines. The poster session will be held on Tuesday, April 23, 2013, 11:00 am-1:00 pm in the First Floor Atrium, Eckstein Medical Research Building (EMRB). Presenters may set up their posters between 9:30 and 10:45 am, and should be available to answer questions concerning their research from 11 am to 1 pm.

Ten awards of $100 each will be presented. Judging will occur between 11:00 am and 12 pm. Announcement of award winners will be at 12:30 pm.

Abstracts and posters MAY BE presented even if they have been or will be used for other presentations.

The practical relevance of the research and the ability of non-experts to understand the research should be emphasized in the oral presentation to the judges (and included in the poster if possible).

Abstract submission website and form: http://www.ppc.uiowa.edu/ihqpostersession

Please follow these guidelines in submission of abstracts:
- Word Count: 300 words or less
- Format:
  - Title of research
  - Author(s)' name(s), departmental or college affiliation, student educational level (i.e., undergraduate, masters, PhD, post-doc/fellow, professional)
  - Description of project including: Introduction and Purpose, Experimental Design, Results, and Conclusions, including relevance to clinical problem or policy application
  - Presenter's e-mail address

Selection of abstracts for poster presentation will be based on quality and potential for, or actual relevance to, clinical and/or policy issues. Please submit your abstract via the Abstract Submission Form by Tuesday, April 16, 2013. Persons submitting abstracts will be notified by e-mail regarding acceptance by April 17, 2013. For further information or to ask questions, contact: rudy-marcelino@uiowa.edu.

IHG Planning Committee: Corrine Peek-Asa, Injury Prevention Center and College of Public Health; Andrea Wallace, College of Nursing; Peter Cram College of Medicine; Christopher Squier, Global Health Studies Program and College of Dentistry; Elizabeth Momany, Public Policy Center; Pete Damiano, Public Policy Center and College of Dentistry.
VIRTUAL JOB AND INTERNSHIP FAIR

It's just like a regular career fair - except it is all online!

APRIL 3RD - APRIL 12TH
CAREERS.UIOWA.EDU/FAIRS

WHAT CAN I DO?
View employer profiles & positions
Submit your resume to employers
Learn more about positions and network
Participate in live chats with employers

WHAT ARE THE BENEFITS?
You can “attend” the fair from your dorm or apartment
You do not need to dress up
You can visit the web site 24/7

HOW DO I GET STARTED?
Visit www.careers.uiowa.edu/fairs/virtual/students

WHAT IS THE TIMELINE?
April 3 - 12 The Virtual Fair is open! Students can register and view employer information to submit resumes
April 15 - 19 Employers contact selected students to follow up for interviews
Summer Volunteer Opportunity at Crisis Center Food Bank

The Crisis Center of Johnson County is seeking volunteers to assist families in need in its food bank program. Because about 200 volunteers are needed a week to distribute food, many positions are available. Bilingual speakers are encouraged to apply, especially those who speak Spanish.

Applications are available at www.jccrisiscenter.org and will be accepted via mail, fax or in person. Alternatively, you can call (319) 351-0128 to schedule an interview and submit the completed application at that time. In addition to an application, volunteers must complete four hours of training and commit to a weekly three-hour shift for a minimum of six months. The next Food Bank Orientation program will take place on Wednesday, May 8, 5-9 pm. UI students planning to stay in the Iowa City area for the summer are invited to apply.

The food bank provides more than 20,000 pounds of food each week to more than 800 families in Johnson County. For more information, email Stefanie Bell or call her at (319) 351-0128.

Volunteer at Legion Arts/CSPS

Legion Arts is an artist-run organization committed to innovation, diversity, and community development. Since 1991 we've been based at the historic CSPS Hall, built one hundred years earlier by the Cesko-Slovanska Podporujici Spolku, or Czech and Slovak Prudential Society. Badly damaged by flooding in 2008, CSPS was purchased by Legion Arts in 2009, repaired and renovated in 2010, and re-opened in 2011.

1103 Third St SE | Cedar Rapids, IA 52401
319.364.1580 | www.legionarts.org

Most programs taking place at CSPS depend on a crew of talented and dependable volunteers. They serve on advisory committees, help with the installation of exhibits, sell tickets, greet patrons, and run the sound and light boards during performances. They also get to see concerts for free, interact with local and visiting artists, and form friendships with fellow volunteers. For students, it's a good way to gain experience, expand your network, and beef up your resume. If you're interested in becoming part of this stellar corps, shoot an email to Taylor Bergen.
WE WANT YOU!

Pomerantz Career Center is looking for Peer Advisors for Fall 2013

GAIN

HOW YOU WILL BENEFIT

- Real-world experience
- Develop advising, presentation and networking skills
- Meet employers visiting campus
- Utilize resources for your own career development
- Receive professional training in resume and cover letter writing
- Earn optional internship notation on your transcript

DO

YOUR RESPONSIBILITIES

- Assist students with resumes/cover letters
- Present career-related information on campus
- Advise students on topics such as finding internships and jobs

INFO

WANT MORE INFORMATION?

- Attend an informational session:
  - Fri., April 5 at noon or 12:30 p.m.
  - C330 PC, 20 minute sessions
  - Pizza will be provided
- Stop by C310 PC during walk-in hours:
  - Monday - Friday, 9 a.m. - 4 p.m.
- Visit www.careers.uiowa.edu under announcements

APPLY

HOW TO APPLY

- Complete the online application at www.careers.uiowa.edu under announcements
- *Must be able to work 10 hrs/week and have completed one semester at the University
- DEADLINE: 11:59 p.m. Thur., April 11
- INTERVIEWS: April 29 - May 3
- TRAINING: Thurs. - Fri., Aug. 22 - 23
- Questions: amanda-m-wilson@uiowa.edu

Individuals with disabilities are encouraged to attend all University of Iowa events. If you are a person with a disability and require an accommodation in order to participate in this event, please contact the Pomerantz Career Center at 319-335-1023.
ICRU promotes undergraduate involvement in mentored research and creative projects at the University of Iowa, serving all degree seeking undergraduates in every discipline.

www.uiowa.edu/icru - 319.335.8336 - icru@uiowa.edu

Spring Undergraduate Research Festival (SURF) 2013
Event Date: April 10, 2013 from 4:30-6:30pm—2nd Floor Atrium, UCC - Registration Due: March 25, 2013

SURF is open to ALL undergraduate students doing research at any stage. This event allows students to highlight what research they have accomplished, share their work with others, and gain poster presentation experience.

Spring 2013 ICRU Awards - Nominations due March 8, 2013
Excellence in Undergraduate Research Awards recognize outstanding accomplishments in scholarly investigation, artistic creation, or performance by an undergraduate student in each: Arts & Humanities, Math & Engineering, Natural Sciences, and Social Sciences.

ICRU Distinguished Mentor Awards - Current University of Iowa students nominate UI faculty or professional and scientific staff who have contributed significantly to the mentoring and overall support of undergraduate research.

ICRU Research Fellows Program
The ICRU Research Fellows Program encourages the intellectual development of University of Iowa undergraduates by providing financial support for students directly involved in research.

Summer Applications DUE: Wednesday, March 27, 2013 - $2,500 scholarship
Academic Year Applications DUE: Friday, April 12, 2013 - $2,000 scholarship
Interested in working abroad?

UI International Studies Alum
Ryan Drysdale
will give an informal Q&A
about his international experiences
since graduating in 2010

* A teaching fellowship in Cambodia!
* Leading ecotourism in Thailand!
* A work holiday visa in Australia!

Tuesday, April 23, 2013
12:30-1:45 PM
(ok to come late or leave early)
302 Schaeffer Hall

Free pizza!!!
(vegan-friendly option provided)

All majors welcome
Graduating? Job Opportunities at VISTA

If you are graduating this spring and unsure of what you’ll be doing next, please be aware of these opportunities with VISTA (Volunteers in Service to America). Many Iowa Campus Compact member campuses are hiring for full-time VISTA members to start a one-year (2013-2014) commitment this June. Some are already taking applications. You will note as you read through the individual descriptions that some of these positions provide room and board as well as the usual benefits.

Sites need to interview and hire very quickly, so apply ASAP!

Study Abroad-Related Jobs

The University of Buffalo operates a listserv called Secuss-L that is dedicated to publicizing study abroad job announcements. Create an account to access their archives and receive email notifications of job postings. Many positions require a masters degree, but there are also many entry-level positions available.

Take advantage of this chance to have great job opportunities delivered right to your inbox!

Food-Related Jobs

Check out GoodFoodJobs.com – satisfying the hunger for meaningful work. This job board posts nationwide employment listings in the categories of agriculture, business, culinary, design, education, media, non-profit, and production. The board includes full-time, part-time, freelance, internship/apprenticeship, and “other” listings. If you don't see a job you like right now, you can also set up email alerts for specific searches so you won't miss your golden opportunity.

WFAN (Women, Food & Agriculture Network)

WFAN is a community of women involved in sustainable agriculture. We are farmers, landowners, researchers, students, advocates and mothers concerned about our families’ health. We come from all over the US and several other countries, and do the majority of our work in the Midwest.

Women own nearly half the farmland in the US today, but are rarely represented on the boards of policy-making bodies. We often encounter communications barriers when accessing information from agencies and institutions.

WFAN exists so that women can give each other the information, connections and encouragement they need to be effective practitioners and supporters of sustainable agriculture and healthy localized food systems.

To learn more or to get involved, visit wfan.org and/or join the WFAN mailing list.
Pomerantz Career Center Recruiting/Employer Relations Intern Job Description:

Major Areas of Responsibility:
1. **Employer Relations:** Serve as a member of the Employer Relations Team at the Pomerantz Career Center and assist in ensuring The University of Iowa is the school of choice for organizations hiring college students.
2. **On-Campus Recruiting:** Assist in the management of the day to day operations of the on-campus recruiting program which includes 4,000-7,000 interviews and 5-7 career fairs per year.
3. **HireaHawk.com:** Partner with the Employer and Student Services Coordinator to update the HireaHawk.com database and answer student and employer questions on the system.

Core Roles:
- Professionally communicate with employers who visit campus, students who have questions about the HireaHawk.com database, and with other staff in the Pomerantz Career Center.
- Prepare interview packets and interview suites for employers recruiting on campus and ensure all of their requests are being met.
- Assist in the management of the day to day operations of the on-campus recruiting program which includes 4,000-7,000 interviews and 5-7 career fairs per year.
- Work as a personal assistant to an average of 300 employers conducting interviews per year.
- Attend campus events which could include information sessions, career fairs, volunteer fairs, and classroom presentations.
- Present information to students regarding how to utilize the HireaHawk.com database.
- Update the HireaHawk.com database by removing duplicate students and employers, double-checking contact information, and removing outdated information.
- Maintain and update HireaHawk.com system statistics including the overall count of interviews that take place at the Pomerantz Career Center
- Send post-interview surveys to employers and students after their on-campus interview.
- Attend weekly meetings with supervisor to discuss upcoming week interviews and possible projects to work on.
- Represent the Pomerantz Career Center and programs while on-campus.
- Cross-train with another employer relations intern to complete all of the above job responsibilities and provide coverage on hours required.
- Other duties and special projects as assigned.

Minimum Requirements:
- Must be able to devote a minimum of 10 hours a week to the role.
- Must be open to starting at 7:30am and open to representing the PCC at night and weekend events if needed.
- Must be able to communicate effectively and be comfortable speaking in front of groups.
- Must be able to commit to the role a minimum of 1 academic year.
- **Must be granted work study in order to be eligible for the role.**

How to apply:
- If interested please email cover letter and resume to crystal-v-stockdale@uiowa.edu and apply online through www.hireahawk.com by **Friday April 5th**.
St. John’s University Rome Campus (Italy) is looking for a **Coordinator of Student Life**. The Coordinator provides support to all students participating in the St. John’s study abroad programs based in Rome. The Coordinator assists the Assistant Director in program implementation and organization.

**Duties and Responsibilities**

Under the supervision of the Assistant Director, the Coordinator has the following responsibilities:

- Work to ensure the health, safety and general welfare of all students on St. John’s program in keeping with protocols and guidelines established by St. John’s.
- Provide a thorough orientation, including airport pick up, to all students upon arrival, with a full explanation of expectations, programming, and rules related to the students’ stay in Rome.
- Update all student materials--e.g., handbooks, expectations, language tools--as needed.
- Work with the Assistant Director in order to create and implement exciting events.
- Weekend excursion: attending two longer excursions per term—one two-day trip within Italy and one 5-day international trip each semester.
- Create and distribute weekly newsletter that highlights upcoming service and extra-curricular activities along with cultural and linguistic facts about Rome.
- Organize and promote informal language learning program.
- Manage each semester’s Service events. In addition, the Coordinator of Student Life will be the primary liaison with Service partners and regularly look for new potential Service partners. This person will attend Service events with the students as needed.
- Serve as part of a 24/7 on-call emergency response rotation. Coordinate response to such emergencies as needed, in a manner consistent with STJ’s emergency response protocols.
- Other duties as assigned.

**Minimum Requirements**

- Authorization to work legally in Italy/EU (no exceptions).
- Bachelor’s degree (or equivalent) in a related field.
- Fluency in Italian and English.
- Experience with study abroad programs and educational systems in both Italy and the US.
- Excellent oral, written, computer and interpersonal skills.
- Ability to work both individually and in a team environment.
- Ability to enthusiastically engage a culturally and ethnically diverse population of American students.
- Strong client service orientation.
- Flexible work schedule.

Please apply by submitting your application to STJRomeJobs@stjohns.edu. Only short listed candidates will be contacted.

Thank you,

STJ Rome Campus
Position Advert: Academic Travel Intern

We are delighted to announce an opening for an Academic Travel Intern at Queen’s University Bader International Study Centre (http://www.queensu.ca/bisc/index.html). The internship will be run from Early May to Mid July with a potential possibility to extend the internship until December 2013. This internship is a wonderful opportunity for anybody interested in joining the international education field. Interns will gain a better understanding of how a study abroad program works on-site.

Based in a beautiful castle in the East Sussex countryside, only two hours south of London, one hour from Brighton, and close to the English Channel, the Bader International Study Centre hosts students from several countries. Many students are students from Queen’s University, one of Canada’s top universities. Students go on field studies every weekend to enhance their academic experience. The Academic Travel Department organizes weekly field study trips and a larger mid-term trip each term. The department also coordinates with faculty, arranges transport and liaises with a variety of university departments. It also provides travel advice to students. It is very likely that the Academic Travel Intern will travel to France for the midterm trip in the summer term.

The internship is a full-time, fixed position. The internship comes with full room and board. We will be happy to provide necessary documentation should you need academic credit for the experience.

Required Qualifications/Experience:

- Study abroad or independent travel experience abroad
- Strong oral and written communication skills
- Enjoys working with students
- UK/EEA citizenship (or other right to work in the UK without a visa)

Desirable Experience:

- Bachelor’s degree or close to completion
- Strong desire to work in international education or tourism
- Experience leading groups of students
- Experience working in international educational exchange, ideally in a higher education environment
- Creativity and initiative
- Enrollment in or recent graduate of a master’s program in Intercultural Relations, International Education, Higher Education Administration or a similar program
- Intercultural training experience
- Presentation experience and facilitation skills
- Student leadership experience
- Design and photography skills
- First aid qualified

Academic Travel Intern Responsibilities Include:

- Staffing field studies (to places such as London, Brighton and Canterbury)
- Providing administrative support
- Providing travel advice for students
- Adding content to the BISC internal website
- Publicizing Photography Contests

Additional Projects – Ideas for additional projects are welcome according to your interests and/or desires to develop new skills.

To apply please e-mail a covering letter, resume and contact information for two references as soon as possible to Nina Lawrence, Field Studies Coordinator, n_lawrence@bisc.queensu.ac.uk. Any questions can be directed to Nina Lawrence at the above e-mail address or at 01323 834455. Applications due by Sunday, April 14th.