AMAS Internship Coordinator
Job Description
$20/hour
Weekly hours: Variable, 1-8 hours

Job Summary
The Internship Coordinator works to promote and manage Arab and Muslim American Studies' internship programs with partnered organizations in Southeast Michigan. The Internship Coordinator is expected to become familiar and network with partnered organizations and work in consultation with the Department of American Culture's Associate Chair and Ethnic Studies Directors. Experience or an educational background in ethnic studies and/or American Studies is a plus.

Responsibilities
Duties of the Internship Coordinator include:

- Generating and maintaining relationships with community organizations
- Updating the Internship Guide on an annual basis or as needed
- Responding to inquiries from students and agencies
- Helping place students at relevant agencies
- Evaluating participation and final report from agency, as well as the student's final reflection essay for course credit for ARABAM 390
- Briefing the AMAS Chair on student progress and communications
- Creating and distributing relevant informational flyers through the AMAS listserv and for backpacking and recruitment events

Qualifications
Applicant must be a graduate student in good standing with the University of Michigan. Prior teaching experience as a GSI for American Culture or Ethnic Studies courses with favorable student and faculty evaluations is preferred. The applicant should be dedicated to undergraduate teaching excellence and be committed to community outreach and engagement.

Course Description (AMCULT 305)
The objective of the internship is to provide students with the opportunity to explore career options related to Arab and Muslim American Studies and Asian and Pacific Islander American Studies, particularly in legal, social, cultural, and arts spaces to provide students the opportunity to use skills attained through their coursework at U-M, including language skills. The Internship Coordinator will also assist the faculty of record for AMCULT 305 by creating relationships with community organizations and assisting with student placements.

AMAS Internships Coordinator
Duties and Expectations

- Send an announcement about internship opportunities to various departments at the beginning of each term requesting that they forward it to their students.

- When interested students contact you for more information about AMAS Internships, instruct them on what to do to set up the internship using the most updated AMAS Internships Guide. Coordinator should facilitate student placement when needed, as with connecting students and organization contacts over email.

- Answer questions about the academic components and requirements (time commitment, assignments) and ensure that students understand requirements.

- Once the student has confirmed the internship, fill out an independent study form. This will require that the student provide you with a list of duties and hours as agreed upon with their internship supervisor and also providing you contact information for their internship supervisor. Get needed signatures and request an override from Abbie for the student to register for AMCULT 390.

- Contact each participating organization at least once per year to see if they still need interns and to update their internship description. Sometimes this will entail adding new organizations or deleting existing organizations from the list.

- Be in touch with the internship organization if any problems arise.

- Submit the final grade or CR to Wolverine Access at the end of the semester.