

 <b>RHODES UNIVERSITY</b> Grahamstown • 6140 • South Africa	<b>Faculty/Division/Office/ Unit/Entity/Institute</b>  International Office	Position Code  HR to complete	<b>Job Profile NR</b> Graduate Intern
	DATE PROFILE WAS LAST REVIEWED	30 July 2015	

			NAME
<b>JOB TITLE</b>	International Events and Projects Intern	<b>INCUMBENT</b>	Intern
<b>DEPARTMENT/SECTION</b>	International Office	<b>SUPERVISOR/ADMINISTRATOR</b>	International Projects, Programmes and Events Officer
<b>JOB TYPE (ACADEMIC/SUPPORT)</b>	Support	<b>HEAD</b>	Director: International Office
<b>PERMANENT OR CONTRACT (IF CONTRACT – LENGTH OF CONTRACT)</b>	Contract	<b>FULL-TIME OR PART-TIME (IF PART-TIME HOW MANY HOURS PER DAY)</b>	Full-time
<b>COUNCIL FUNDED POST OR OUTSIDE FUNDED</b>	Council Funded	<b>DATE APPROVED</b>	30 July 2015

<b>MAIN JOB OBJECTIVE/S</b>
This position is to support the International Projects, Programmes and Events Officer (IPPE) and provide assistance with administration of the numerous Projects, Programmes and Events which form part of the Internationalisation at Home Programme run by the International Office at Rhodes University. Support includes the preparation of various events and projects, and interacting with students, staff and international visitors. It is required that this is done in an efficient, professional, courteous and supportive manner.

<b>DESCRIPTION OF KEY RESPONSIBILITY AREAS</b>	<b>STANDARD EXPECTED</b>
<b>ORGANISATIONAL SUPPORT RESPONSIBILITIES including: (70%)</b>  To support in the organisation, planning and execution of internationalisation events and projects. <ul style="list-style-type: none"> <li>To develop and maintain data bases for in office use as directed by the IPPE Officer;</li> <li>Logistical and administrative support for the development and running of an International school;</li> <li>Developing comprehensive and accurate lists of stakeholders in various projects and events;</li> <li>Facilitating catering requests at the direction of the IPPE Officer;</li> <li>Co-ordination of teams of student volunteers for the various Internationalisation at Home events;</li> <li>Liaising with various stakeholders to ensure the efficient and successful execution of events and projects.</li> </ul> <b>ADMINISTRATIVE RESPONSIBILITIES including:-</b>  To assist with the daily running of the Internationalisation at Home Programme	Job incumbent is expected to provide professional and courteous support to stakeholders in the Internationalisation at Home Programme.  Job incumbent is expected to be able to communicate professionally in both verbal and written English. Must be able to meet deadlines and should be skilled at interpreting the requests of the IPPE Officer.  Must be able to manage small teams  Is expected to assist in the planning, organisation and monitoring of programmes, projects and events within the parameters and timeframes that have been agreed on.  Sound problem solving skills, especially in project management.

<ul style="list-style-type: none"> <li>• Answering general queries;</li> <li>• Updating the Events Calendar and preparing invitations where needed;</li> <li>• Preparation of materials for meetings and publicity.</li> <li>• Assistance in completing the necessary paperwork for large and or public events;</li> <li>• Assisting with all filing;</li> <li>• Assisting in the preparation of the applications and supporting materials for the Internationalisation Award Selection Committee;</li> <li>• Assisting in the generation of invitation and award letters for the Internationalisation Awards;</li> </ul>	
<p><b>MARKETING AND COMMUNICATION RESPONSIBILITIES including: (20%)</b></p> <p>To assist the IPPE Officer in marketing and publicising Internationalisation at Home including:</p> <ul style="list-style-type: none"> <li>• Collecting photographs and news reports pertaining to Internationalisation at Home events;</li> <li>• Creating advertising materials;</li> <li>• Developing press releases;</li> <li>• Assisting the IPPE Officer is putting a marketing campaign effect;</li> <li>• Updating on line content;</li> <li>• Research of content to be used for the International Office Website and Internationalisation at Home marketing.</li> </ul>	<p>Must work clearly and professionally with Rhodes Communications and Marketing and other media outlets.</p> <p>Should keep accurate and easily accessible data bases.</p> <p>Must be able to write clearly and unambiguously.</p> <p>Must be able to work on the web-site.</p> <p>Attention to detail is important and the job incumbent is expected to check his/her work.</p>

**DEDICATED PROGRAMMES, SHORT COURSES AND THE INTERNATIONAL SCHOOL COORDINATION RESPONSIBILITIES (10%)**

The incumbent is to assist the IPPE Officer and the Director in developing and maintaining any dedicated programmes or short courses to be offered by the International Office. Such assistance will be at the level of daily tasks and administration, including:

- Generating the appropriate media, publicity and communications material;
- Distributing above materials as appropriate;
- Logistical support, such as booking accommodation, transport and catering;
- Researching potential target institutions and audiences;
- Receiving and preparing applications of prospective students for the selection committee;
- Ensuring that applications are complete;
- Keeping accurate records of applications and the selection committee's decisions;
- Relaying decisions to the relevant stakeholders;
- Preparing any certification to be issued for a short course or dedicated programme.

Job incumbent is not required to write reports and is only required to assist with preparing the information required for the reports (including securing financial information and qualitative information) and collate final reports after they have been reviewed.

Job incumbent is expected to co-ordinate the arrival of students and staff for the International School. Job incumbent is expected to ensure that the administration of arrivals and registration run smoothly.

**DIRECT CONTACTS OF THE JOBHOLDER (INTERNAL AND EXTERNAL)**
**INTERNAL CONTACT:**

TYPE OF CONTACT	DAILY/MONTHLY ANNUAL	PURPOSE OF CONTACT
IPPE Officer	Daily	To receive instruction Primary Mentor
Director	Daily	Assistance with Internationalisation @ Home Programme
IO Staff	Weekly	Communication about events Gathering information Processing payments
Communication and Marketing	Monthly, As needed	Developing and distributing publication materials
Students	Weekly, As Required	Publicising events Working with student volunteers

**EXTERNAL CONTACT:**

TYPE OF CONTACT	DAILY/MONTHLY ANNUAL	PURPOSE OF CONTACT
News Outlets	Monthly	Advertising Internationalisation events
Guest Speakers	As Required	Logistical support

**JOB REQUIREMENTS**
**EDUCATION AND EXPERIENCE**

University qualification: -

- Previous experience in a computerized administrative environment working with Word, Excel and Databases would be an advantage.
- Knowledge of events planning and experience in project management will be an advantage.
- International exposure, for example, travelled internationally, will be an advantage.

**COMPETENCIES, I.E. KNOWLEDGE, SKILLS AND ATTRIBUTES**

The incumbent should demonstrate the following competencies: -

**ADMINISTRATION/TECHNICAL SKILLS**

- Sound Computer literacy: able to work with a word processor, spreadsheets, use the internet

- Critical administrative skills include good organisational and planning skills as well as problem-solving and time-management skills. Attention to detail is necessary.
- Good communication skills in English (both verbal and written).
- Good understanding of the objectives of comprehensive internationalisation and the role events management plays in this regard.
- Knowledge of project and events planning will be advantageous.

#### **PEOPLE SKILLS**

- Good interpersonal skills with an ability to relate to staff at different occupational levels as well as from different cultures and backgrounds
- Assertive in interactions with others, able to manage conflict
- A good level of self-awareness, is committed to own development

#### **WORK BEHAVIOURS**

- Customer service ethic with a track record of good customer service and continuous improvement
- Able to work independently as well as a member of a team
- Actively seeks feedback, able to withstand criticism and use constructive criticism to improve
- Highly professional, high personal standards, able to produce work of a high quality
- Shows initiative

#### **MANAGEMENT/SUPERVISORY DUTIES**

None

#### **NUMBER OF SUBORDINATES**

None

#### **TYPICAL DEVELOPMENT PATH**

What is the typical development path for a person entering this position?

Job incumbent is likely to have come from limited work experience after completion of a degree. However strong organizational skills can and will be developed during their time in this position. Thus the incumbent can from this position progress to events planning positions or other officer posts within the Institution. Career progression is dependent on the availability of jobs, the job incumbent possessing the requisite education, experience and competencies and the job incumbent doing a good job in his/her current jobs.

#### **FUNCTIONAL RESPONSIBILITIES (only if applicable)**

##### **PROJECT MANAGEMENT RESPONSIBILITY**

Yes, partial responsibility – the jobholder will be expected to assist in the project management of the events of the Office, assisting in the execution of core events and project in a supportive capacity.

##### **PROCESS MANAGEMENT RESPONSIBILITY**

None

#### **COST/FINANCIAL CONTROL**

(i) Is the jobholder responsible for any aspect of cost control or for materials, stock or equipment? If yes, what is the monetary value and to what extent is the person accountable or responsible?

No

(ii) Does the jobholder have a direct responsibility for controlling operational costs or expenses? If so, what is the annual budget (ignoring direct and indirect remuneration costs)?

No

#### **LEVEL OF RESPONSIBILITY**

Who must authorize, review or clear decisions taken with regard to the jobholder's functions?

IPPE Officer or Director

What percentage of tasks can be carried out without supervisory input and/ or control?

25%

What critical decisions are normally authorized by the jobholder and which the jobholder is empowered to make?  
NA

**PLANNING**

(i) What is the longest (macro) period that the jobholder has to plan ahead?

4 months

(ii) Typically how long are the micro phases/time periods that the macro planning is divided into?

Weekly

**ADDITIONAL INFORMATION**

Who prepared the job profile?

Director

Please list all those who have been consulted in the drafting of this profile.

1. IPPE Officer
2. Assistant Manager
3. International Officer
4. Director: International Office

Signature of the line Administrator

Signature of the employee

Date

Date

August 2015

Signature of the HoD / Director (where she/he is not the line Administrator)

Date 3 August 2015