

International Street Festival Graduate Intern Position



International Student Life
Student Affairs
UNIVERSITY OF GEORGIA

Description of Office/Program

The department of International Student Life (ISL) enhances the student-learning environment through programs and services that internationalize the campus experience. This work is accomplished through focused and intentional efforts in three core areas:

(1) Transition & Support: Services and programs aimed at supporting international students to assist with their ongoing transition to the University of Georgia and life in the United States. (2) Programming & Outreach: Opportunities and events designed for the UGA and Athens communities to share, explore, and learn about cultures in an effort to build an inclusive and internationalized campus. (3) Leadership & Engagement: Volunteer and leadership opportunities that promote global citizenship through individual growth, and cross cultural learning and development. More information can be found at isl.uga.edu.

ISL seeks a graduate student to assist in the overall development of the annual International Street Festival, including areas related to student leader advising, intercultural learning, programmatic planning, and more. This opportunity will allow the graduate student to further define their advising style, enhance their large-scale programming skills, and contribute to the work of internationalizing UGA's campus. The International Street Festival (also known as ISF or Street Fest) was created in 1999 and is an event that promotes internationalization and cultural awareness within the Athens community. The festival is student and family friendly and regularly attracts 3,000-5,000 attendees each year. Various UGA student groups and community organizations host exciting cultural displays and performances throughout the Festival, which occurs in downtown Athens each spring. This year's event offers the graduate student the opportunity to help in the process of transitioning back to an in-person, downtown event model after hosting the event virtually and on the UGA campus following the COVID-19 pandemic. For more information about International Street Festival, visit <http://isl.uga.edu/isf>.

Position Responsibilities

The International Street Festival graduate student will have the following position responsibilities:

- Advise and manage the student leaders on the International Street Festival Committee in collaboration with the ISL Director, including the following tasks:
 - Finalize a framework of responsibilities for Committee members;
 - Empowering student leaders to complete assigned tasks efficiently in a quality manner;
 - Following up and holding student leaders accountable for their respective responsibilities;

- And assisting with completion of tasks when necessary.
- Oversee programming aspects of Street Fest, such as:
 - Soliciting and scheduling performances;
 - Recruiting organizations for table displays;
 - Connecting with local businesses to fundraise for prizes and giveaways;
 - Organizing a schedule for the volunteers;
 - And coordinating the “Children’s Corner” by working with campus and community partners, such as Oconee County Middle School.
- Facilitate biweekly meetings with student leaders to ensure content planning adheres to the timeline;
- Day-of event responsibilities including:
 - Assisting staff with set up and clean up;
 - Being responsible for stage performances and a smooth program flow;
 - Directing day-of volunteers;
 - And resolving any unexpected issues that arise from other areas, such as the children’s corner, tabling, or volunteers.
- Gain an understanding of the day-to-day operations of International Student Life and the work that is done within the department to internationalize campus.

Intended Learning Outcomes and Related Activities

The International Street Festival Graduate Intern opportunity will afford a graduate student the opportunity to gain skills related to large event planning and implementation. Additionally, this experience will provide the intern with opportunities to develop key competencies identified by ACPA and NASPA, including:

- Advising and Supporting
 - The student will work closely with student leaders on the Street Festival committee, in addition to the many student leaders and organizations who help provide content for the event. This will require the intern to apply quality advising skills to assist students and organizations in developing their programmatic and performance contributions to the festival.
 - The student will guide and be the primary advisor to a group of pre-determined student leaders who serve on the Street Festival Planning Committee. This will require the intern to develop strategies to empower students while also ensuring success of delegated tasks and the overall program.
- Social Justice & Inclusion
 - The student will develop intercultural competency through conversations, interactions, and leadership of individuals with varying levels of education surrounding diversity, equity, and inclusion.
 - The student will work with a range of individuals; from background to age to affiliation with the University. The student will learn to navigate interactions with intercultural competency and education at the forefront of their work.
- Leadership
 - The student will lead students, ISL staff members, and event partners in collaboration with the Programming Coordinator to fulfill responsibilities and enhance the experience of all involved.

- The student will utilize critical thinking skills to lead those involved through the development of a risk management plan for the event, as well as the development of objectives for the event.
- Technology
 - The student will help explore options for virtual engagement to complement the in-person event using various forms of technology to accomplish this goal as needed.

In addition to the ACPA and NASPA competency areas addressed above, the International Street Festival intern will develop skills along the following dimensions:

- Flexibility and adaptability with the transition back from a virtual, small scale event to an in-person, large scale event;
- Fundraising and soliciting financial support for programmatic needs;
- Developing proactive risk-management plans and procedures for a large event;
- Coordinating and managing student and staff volunteers;
- Planning and event programming on a large scale.

Required/Preferred Knowledge, Skills, Abilities and/or Competencies

No prior qualifications are necessary for this role. However, a successful graduate student may have existing experience working with student organizations, student lead-programming, and large event/program planning. Additionally, experience working with students from diverse backgrounds will serve an intern well.

Additional traits that are desirable and attainable for someone in this practicum experience include:

- Strong organizational skills;
 - Street Festival requires the ability for multitasking and prioritization. As this event has multiple moving parts and moving targets, it is ideal for an intern to be well organized.
- Detail orientation;
 - As with any large/complex event, details matter. Street Festival is an incredibly visible and important program for our campus and Athens community, and therefore we value attention to detail to make this the best event possible.
- Self-starting/self-motivation;
 - ISL is a small department and has a lot going on in the spring semester. The graduate student will be a valued and important member of the ISL team, and will be empowered to work with autonomy.
- And effective communication.
 - Street Festival requires a lot of information sharing and information collecting. The student will coordinate with student organizations, student leaders, community organizations, and professional staff as they carry-out their duties related to Street Festival. Therefore, an individual with a high confidence in their communication skills is desirable.

Timeline

December:

- Informal meeting with Director of ISL to get to know everyone and lay the framework for a great semester!

January:

- Co-facilitate first ISF Planning Committee Meeting.
- Brainstorm and set fundraising goals for giveaways and prizes.
- Set expectations of student leaders on ISF Committee.

February:

- Solicit performances for entertainment during ISF.
- Find emcees for entertainment program and begin constructing trivia and script.
- Begin reaching out to ISOs for tabling instructions and expectations.
- Continue fundraising efforts.
- Begin brainstorming Children's Corner ideas and activities.

March:

- Finalize full entertainment program by mid-March, making sure all performances are ready to go and are aware of expectations.
- Meet with Tech Staff to go over production requirements for entertainment.
- Finalize table displays and activities from each ISO, including passport for attendees and associated prizes.
- Finalize children's corner activities.
- Send out a call for volunteers for the day of the event.
- Ensure fundraising goals are met.

April 1st, 2023 – International Street Festival

The completion of the internship will follow the event in April with assessment and evaluation of Street Fest.

Additional Information

8-10 hours/week with a hybrid work environment (virtual January- February, in-person March/day of event).

Please contact International Student Life with any questions at linden.dudley@uga.edu.