

International Visitor Leadership Program (IVLP) and Protocol Intern

Intern Position Responsibility	Desired Learning Outcomes
<p><u>Program Planning</u></p> <ul style="list-style-type: none"> ○ Assist in preparing custom designed welcome packages, itineraries and logistical details ○ Researches web-based information to help build itinerary for groups of international visitors ○ Researches cultural events for international visitors 	<ul style="list-style-type: none"> ○ To recognize the importance of logistics when planning for programs ○ To build awareness of timelines in order to prepare supporting documentation
<p><u>Program Delivery</u></p> <ul style="list-style-type: none"> ○ Assists in accompanying groups of international visitors to meetings with local professionals 	<ul style="list-style-type: none"> ○ To understand of needs of international visitors ○ To build problem-solving, time management, and leadership skills
<p><u>Program Follow-up</u></p> <ul style="list-style-type: none"> ○ Helps with follow-up and data entry when projects have been completed 	<ul style="list-style-type: none"> ○ To understand the importance of relationship management ○ To use logic and organization to build a re-usable reference tool
<p><u>Proposal Management</u></p> <ul style="list-style-type: none"> ○ Organizes and maintains database of contact and reference information for local professional resources ○ Researches specific theme-based resources for special projects as assigned 	<ul style="list-style-type: none"> ○ To research information and synthesize it ○ To build knowledge of local organizations and their purposes
<p><u>Volunteer Management</u></p> <ul style="list-style-type: none"> ○ Recruits staff and interns to serve as International Visitor guides, accompanying groups of international visitors 	<ul style="list-style-type: none"> ○ To gain experience in ownership and accountability of tasks ○ To understand the importance of delegation
<p><u>Protocol</u></p> <ul style="list-style-type: none"> ○ Curates The Center's flag collection ○ Assists in planning, developing, and implementing protocol activities for clients ○ Researches protocol and etiquette for various countries and produces briefing books, tip sheets and presentations 	<ul style="list-style-type: none"> ○ Understanding of flag protocol and proper display of flags ○ Understanding of best practices when working across nations/cultures ○ Be able to research various sources (international and domestic) to develop concise information for clients