EducationUSA NEAP Advising Assistant/Student Mentor

Project Title	EducationUSA NEAP Advising Assistant/Student Mentor
Project Summary	Work directly with the EducationUSA Regional Educational Advising Coordinator (REAC) for the Northeast Asia and the Pacific Region (NEAP) and EducationUSA Advisers to assist NEAP student cohorts and advisees with U.S. college applications, essays, and with the general admissions process.
Country	Korea

Project Description

EducationUSA in Northeast Asia and the Pacific (NEAP), a region covering, Japan, Korea, Mongolia, Taiwan and the Pacific Islands, has several top-sending countries to the United States, and a number of growing markets. EducationUSA advisers work with students in seminars, virtual sessions, workshops, and in cohorts.

Work with the NEAP REAC and advisers to assist students participating in EducationUSA programs. Interns receive training on working with students, and will help advisers review essays, build advising materials, and occasionally connect with students during live sessions.

EducationUSA NEAP is building its capacity to manage cohorts, both virtual and in person, and the virtual intern will provide support for advisers managing these groups. The intern will start with cohort students from the Pacific Islands and also work with short-term and longer cohorts across the region.

In addition to providing support for the REAC and advisers, the intern will work to build a guide for future volunteers on working with NEAP students.

Required Skills or Interests

Skill(s)
Editing and proofreading
Educational design
Graphic design
Survey / polling design

Writing

Additional Information

Proficiency in one or more of the languages of NEAP, particularly the top-sending countries, is helpful, but not required.

Interns should be able to work within deadlines and assist with work requested, but should feel empowered to offer of new ways of reaching students and design engaging materials.

People with skills and passion for communicating with students from different backgrounds, excellent time management, and enthusiasm for international education are encouraged to apply.

Language Requirements

Language	Speaking Proficiency	Reading Proficiency	Importance
Japanese	Minimum professional proficiency	Limited working proficiency	Nice to Have
Korean	Minimum professional proficiency	Limited working proficiency	Nice to Have
Chinese-Mandarin	Minimum professional proficiency	Limited working proficiency	Nice to Have