

Research and Outreach Fellow International Student Opportunity; OPT-eligible fellowship



Global **Minnesota**

Position Summary: Global Minnesota is accepting applications for a 10-month Research and Outreach Fellowship beginning September 1 or sooner, and working at least 20 hours/week. This Fellowship is open to recently graduated international students who are eligible for Optional Practical Training (OPT) or have visa status that would allow paid employment. Global Minnesota is not able to sponsor employment visas.

The Fellow's work will fall into two categories. The first involves research and long-term projects important to the organization's sustainability and direction. Many of these projects will relate to a strategic planning process already underway and slated to produce a finished product in July 2018. The Fellow doesn't need to be an expert in this area, but must have excellent research skills, including the ability to efficiently find, digest, organize, and present reliable information for use by Global Minnesota's leadership.

The second category of the Fellow's work will involve efforts to continue to grow and diversify our audience. A central part of Global Minnesota's mission is to foster personal connections around a shared interest in the world. The Fellow will be asked to "live" this mission by attending our events (and other relevant events in the community), meeting and talking with participants, community members and supporters in a positive and welcoming manner on behalf of Global Minnesota. He/she will also participate in our programs in the schools (grades K-12) as a speaker and presenter on his/her home country. This work requires a professional demeanor, good interpersonal communication skills with adults and children and an interest in sharing one's culture.

There is a \$700/month stipend available with this position. The hours worked would include both daytime office hours and some evening or morning hours to attend events. There are possible opportunities for attendance at a national conference or other professional development.

Organization Summary: Global Minnesota is a nonprofit, nonpartisan, member-supported organization promoting international understanding and engagement by educating, inspiring and providing enriching interactive experiences to our community. We offer globally-focused opportunities for all ages in programs that take place in homes, classrooms, workplaces, and communities across the state. With a staff of 16 and a \$1.5 million budget, Global Minnesota is proud to bring Minnesota increased global engagement and recognition.

Nationally, Global Minnesota is a top World Affairs Councils of America; a member of Global Ties U.S., the nonprofit arm of the U.S. State Department's International Visitor Leadership Program; and an affiliate of the Foreign Policy Association.

Required Qualifications

- Availability to work at least 20 hours per week in our Minneapolis office and surrounding area; hours would be a combination of daytime office hours and some evening/morning hours to attend events

- International background and graduation from college/university in the past year with a degree related to the Fellowship work of internationally-focused research and outreach
- Excellent verbal and written communication skills
- Enthusiasm for Global Minnesota's mission
- Excellent research skills, including the ability to efficiently find, digest, organize, and present reliable information for use by Global Minnesota's leadership
- A professional demeanor, good interpersonal communication skills with adults and children and an interest in sharing one's culture
- Ability to discuss controversial issues with sensitivity and respect, in keeping with Global Minnesota's nonpartisan identity
- Ability to work independently and juggle multiple priorities; ability to structure one's own time in order to meet long-term deadlines
- Ability to use good judgment and creativity given open-ended or loosely defined instructions
- Ability to collaborate closely with staff and board members
- Flexibility/adaptability; comfort in an environment where responsibilities are often shared and job descriptions are somewhat fluid

To Apply: Send a resume and letter of interest to Kathleen Oscarson at Global Minnesota at info@globalminnesota.org, or HR, Global Minnesota, 1901 University Avenue SE, Minneapolis, MN 55414. You will receive an email confirmation to let you know that your application has been received. The deadline for applications is August 18 with applications reviewed as received.