Vermeer International Leadership Program Undergraduate Assistant

**Department:** Leadership Studies Program, Catt Center for Women and Politics

**Time requirements:** 10-hours/per week with possible increase in hours for the spring semester

**Pay Rate:** $9.00/hour with opportunity for $0.50 increase each year following.

**Duties:** The Leadership Studies Program at Iowa State University is seeking applicants for an undergraduate assistant to support the Vermeer International Leadership Program. This 10-hour per week internship involves administrative work including the planning of the international experience and coordination of the application process for future Vermeer Scholars. The Vermeer International Leadership Program, which is funded by the Vermeer Corporation, supports a cohort of students who take a fall and a spring leadership class together and travel on a weeklong international trip. Throughout the year, students participate in faculty-directed projects, various leadership assessments, and overall leadership development. The successful candidate for this internship will play an integral role in program implementation, communicating with Iowa State faculty, Vermeer scholars, and Vermeer Corporation contacts and coordinating the international experience. Additional opportunities for development may be possible, building on the successful candidate’s strengths.

**Qualifications:** Current undergraduate students with an interest in leadership. Preference will be given to an undergraduate student with at least two years remaining at Iowa State. Desired qualifications include familiarity with the leadership program, previous international experience, strong organization and communication skills, self-driven attitude and the ability to organize and manage multiple events at once. The successful candidate must also be proficient in Microsoft Office and Facebook.

**Supervisor:** Dr. Tara Widner-Edberg (widner@iastate.edu)

For more information on the Vermeer International Leadership Program, please visit [https://leadership.las.iastate.edu/vermeer/](https://leadership.las.iastate.edu/vermeer/).

**How to apply:** Email your cover letter and resume to Dr. Widner. After initial screening an interview will take place. The position is open until a candidate is selected.