

The Bulletin Opportunity Archive Represents a comprehensive list of all opportunities formerly within the bulletin still relevant to the student body, but no long breaking news. Information from this list will be removed once the opening has concluded. Below is the full list of opportunities in the order which they were added to the opportunity archive.

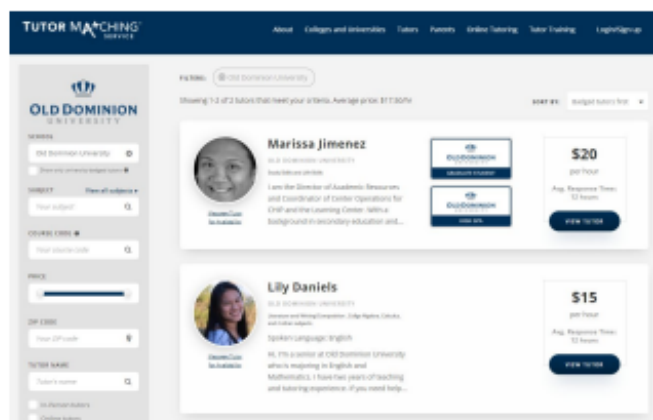
- ◇ [Tutor Matching Service](#)
- ◇ [The ISAB Scholarship](#)
- ◇ [U.S. Commercial Service Internship Opportunity](#)
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Tutor Matching Service: Finding a Private Tutor

www.tutormatchingservice.com/odu

While we always encourage students to utilize free ODU tutoring for courses that we support, a partnership with [Tutor Matching Service \(TMS\)](http://www.tutormatchingservice.com) will serve as an additional resource for ODU students, and most importantly, the local community.

Tutor Matching Service (TMS) makes it easy for you to search for tutors by school, subject, tutor rating, and more. Simply select your preferences, and then you're given a list of tutors that meet those criteria. Browse through the list of tutors and book that tutor online.



<p>What is Tutor Matching Service (TMS)?</p>	<p>Tutor Matching Service (TMS) is an online tutor list/marketplace that allows students to identify tutors for both online and in person tutoring sessions. Tutoring is fee-based. To allow tutors more time to support students, TMS facilitates scheduling, booking, and payments. Tutors set their own rates, and clients pay directly through TMS with a credit card.</p>
<p>Who are the tutors?</p>	<p>ODU undergraduate students, graduate students, staff, or faculty may register as tutors through ODU's TMS site.</p> <p>ODU students, staff, or faculty who wish to register as tutors through ODU's TMS site must complete an online training course before they may offer their tutoring services on a pay-per-session basis.</p> <p>The Academic Resource Center (ARC) provides access to the online training and confirms requests for "badges" to those tutors who:</p> <ul style="list-style-type: none"> • have an overall high GPA - "High GPA" badge • have been CRLA certified - "CRLA Certified" badge • are graduate students with a GPA of at least 3.0 - "Graduate Student" badge • have been trained by the ARC - "Trained" badge

Click to Access

Note: Neither ODU nor the Academic Resource Center guarantees the quality of tutors. ODU has no oversight over the tutors' services and does not make any recommendation regarding their appropriateness to tutor in the subject areas they have self-selected.



ACADEMIC RESOURCE CENTER

Join ODU's Tutor Matching Service Site

www.tutormatchingservice.com/odu

Do you want to help your fellow students succeed in their courses and develop effective study habits? Do you want to earn extra money, setting your own hours and pay rate?

The Academic Resource Center (ARC) is working with Tutor Matching Service (TMS), an online tutor list that matches students with private tutors, to provide additional tutoring support for ODU courses.

Requirements:

1. Tutors must be a current ODU student, staff, or faculty member.
2. Tutors must complete the ARC's online foundational/tutoring essentials training module (CRLA-certified tutors are exempt from this requirement).

Make yourself stand out and book more appointments by displaying a badge! Badges can be requested when you set up your TMS account and are verified/approved by ODU's Academic Resource Center.

- **"High GPA":** If your cumulative GPA is 3.4 or higher
- **"CRLA-Certified":** If you received CRLA certification within the last year
- **"Graduate Student":** If you are currently enrolled in a graduate program
- **"Trained":** If you completed the ARC's online foundational/tutoring essentials training module.



[Click to Access](#)

Ready to begin? Complete the following [interest form](#).



ACADEMIC RESOURCE CENTER



OLD DOMINION
UNIVERSITY

PRESENTS

THE ISAB SCHOLARSHIP

(AWARDED BY THE CENTER FOR GLOBAL ENGAGEMENT - VISA)

SCHOLARSHIP OF UP TO \$1,000

Your next steps towards professional development!



Eligibility:

- Enrolled as a degree-seeking student at ODU
- Valid non-immigrant visa status
- Completed at least 1 semester at ODU
- Completed all ESL coursework
- Good academic and disciplinary standing

If interested, please contact INTLSTU@ODU.EDU

Eligible Funding:
Conference Registration, Travel Fees,
Study Abroad/Internship Abroad,
Non-Degree Courses, Research
Expenses, and More!

**CURRENTLY
ACCEPTING
APPLICATIONS
FOR FALL 2021**



Location: Richmond, VA

About the Internship

The Commercial Service (CS) Richmond Field Office, a division of the U.S. and Foreign Commercial Service of the U.S. Department of Commerce, is pleased to announce an internship opportunity. As part of the Commercial Service internship program for the U.S. Department of Commerce, an intern will work closely with the International Trade Specialists located in the Richmond office. This is a great opportunity for a young professional to obtain experience working in the field of international trade and export promotion. You will have the chance to meet companies that are exporting and learn about the export process all while helping U.S. businesses grow internationally. Additionally, the intern will learn valuable skills such as Salesforce, Hoover's, LexisNexis, etc. The intern will become familiar with and learn the importance of the U.S. Commercial Service domestic and international network of offices and export-related activities. To learn more about our services, go to <https://www.trade.gov/virginia-richmond>

Intern Responsibilities include:

- ◇ Conduct industry and international market research on behalf of U.S. companies based in Virginia and Washington, D.C.
- ◇ Identify sources of international government tenders and qualifications & conditions needed for US companies to apply for said tenders
- ◇ Record meeting notes of counseling that U.S. companies receive from the federal government
- ◇ Other duties as assigned, which could include; marketing, developing event flyers, monthly newsletters, Salesforce entries and management, answering general inquiries from companies interested in exporting, and identifying sales opportunities for U.S. companies

Qualifications:

- ◇ Enrolled full or part-time Junior or Senior of College or Graduate studies, preferably in a field of International Business or International Relations
- ◇ The ability to effectively manage time, meet deadlines and balance multiple priorities
- ◇ The ability to work independently and proactively, be self-sufficient yet, cooperate and work with a team
- ◇ Be able to work a flexible schedule of 16-20 hours a week during the term
- ◇ U.S. citizenship required
- ◇ Languages are a plus
- ◇ Two semesters preferred

The application process includes a security background check. This is an unpaid position.

****Deadline to Apply: Available until filled ****

Application Instructions: Email resume, cover letter and writing sample stating your interest to olga.molnar@trade.gov

***Due to COVID-19 this will be a virtual internship, until further notice. The office is located at 400 N. 8th Street, Suite 1028, Richmond, VA 23219.**

About U.S. Commercial Service of Northern Virginia and Washington, D.C.

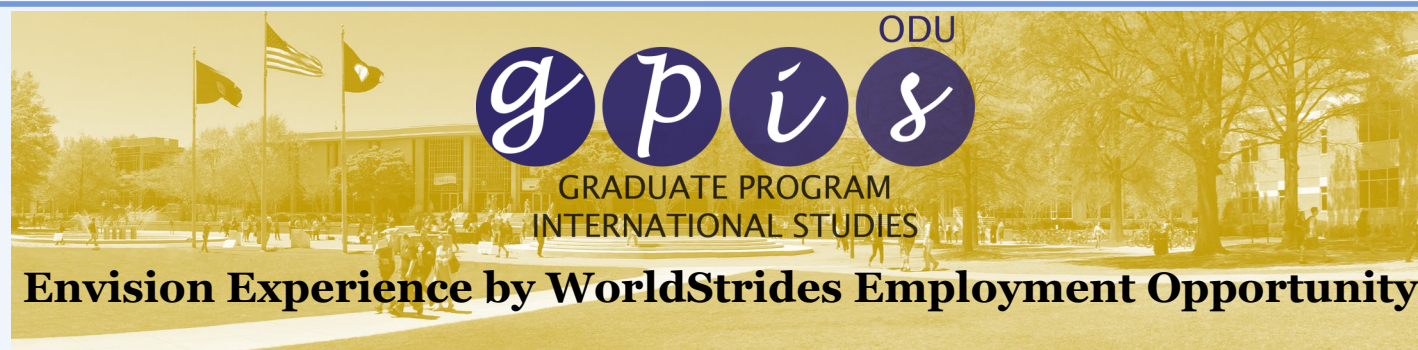
The U.S. Commercial Service recognizes that exporting is a critical part of ensuring a healthy future for the U.S. economy and American jobs. We are the trade promotion arm of the U.S. Department of Commerce's International Trade Administration. Located across the United States and in U.S. Embassies and Consulates in nearly 80 countries, our global network of trade professionals connects U.S. companies with international buyers, providing them with market intelligence, trade counseling, business matchmaking, and advocacy/commercial diplomacy support.



We help companies' meet the challenges of the global economy by assessing their export readiness, providing resources and counseling to help them learn the basics of exporting, providing market research on international markets, helping companies identify and establish contacts with potential international business partners, and conduct various trade seminars/conferences focused on specific industries, geographic areas or on best practices in exporting. Additionally, we provide U.S. companies with promotional opportunities to introduce their products and services worldwide.

About U.S. Commercial Service of Richmond, Northern Virginia and Washington, D.C.

The U.S. Commercial Service is the trade promotion arm of the U.S. Department of Commerce's International Trade Administration. Located across the United States and in U.S. Embassies and Consulates in nearly 80 countries, our global network of trade professionals connects U.S. companies with international buyers, providing them with market intelligence, trade counseling, business matchmaking, and advocacy/commercial diplomacy support.



Hello GPIS,

I am a program manager at Envision Experience by WorldStrides, reaching out with a potential summer employment opportunity for your students. We run a wide range of educational summer programs and are beginning our hiring process for 2022. Our [NYLF National Security](#) program may be of interest as an employment opportunity for the students in your political science department. We typically hire university students who have studied relevant coursework, as they will facilitate our in-depth curriculum. These are paid positions on-site at the University of Maryland, College Park, with offsite visits around the Washington, D.C. area. Lodging and meals are covered, and we are typically able to offer compensation for travel to/from the program site. The program runs five sessions in the months of June and July. If you or any colleagues would be interested in passing along information from our hiring team to your students, I would love to be in touch.

Please let me know if you would like to learn more.

Best Regards,

Anna Barratt, (she/her/hers)
Product Delivery, Program Management

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Graduate Summer Award Program



OLD DOMINION UNIVERSITY

The Graduate School

Graduate Summer Award Program

Deadline for Summer 2022 Award Applications: March 5, 2022 (Friday) by 5:00 p.m.

Number of Awards/Funding Amount: Up to 10 / \$3,000 each

Notices of Awards to Recipients: anticipated by April 15 (awards distributed May 2022)

Point of Contact: Dr. Bryan Porter, Associate Dean, bporter@odu.edu, 757-683-3259

Overview

Old Dominion University's Graduate School in partnership with the Office of Research is pleased to announce the 5th annual Graduate Summer Award Program (GSAP). Open to graduate students from across the University, the GSAP is a competitive program that supports a range of original graduate student scholarship, including basic research, field study, data analysis, performances and exhibitions, and community-based learning initiatives. The program can be used to support thesis or dissertation projects or other capstone projects at the master's or doctoral level. The scope of the proposed project should allow the graduate student to produce a measurable research or scholarly product by the end of a minimum of six uninterrupted weeks during the summer months.

Graduate students wishing to apply for this award must identify and approach a faculty member to serve as a mentor during the tenure of the program award. The faculty member may advise the student in creating a strong project proposal, explain the expectations for scholarly activity, supervise the scholarly activity, and provide advice from the proposal stage to the completion of the final report. However, the faculty member is not permitted to produce work on behalf of the student.

Students applying for the award will be the primary investigators for these projects. It is expected that a graduate student with this funding will produce original scholarship. The award is not for lab assistant or graduate assistant duties that support a faculty project.

Period of Award and Time Commitment

This award will be distributed for the summer funding period, specifically paid in the first part of the summer regardless of when in the summer the work occurs. This is required because funds must be distributed prior to the end of FY22.

Graduate Summer Award Program

The recipients of the award must identify a *minimum* of six uninterrupted weeks during the summer months during which the work will be completed. During those weeks, students are expected to devote 20 hours per week toward the project.

Eligibility

This award program is open to all ODU students admitted and enrolled in a graduate degree or graduate certificate program who meet the following criteria:

1. They must be in good academic standing;
2. They must demonstrate a commitment to 20 hours a week for a *minimum* of six uninterrupted weeks during summer 2022 to devote to the project;
3. They must not be simultaneously funded by the University or ODU Research Foundation to do work during those same weeks (e.g., they must not have an assistantship during the period of the award; they must not hold another funded position at the university during the award);
4. They must not have been funded by this program in the previous two years;
5. If they are international students, they must be eligible for on-campus employment, verified in advance by the Visa & Immigration Service Advising Office (VISA) (questions regarding employment eligibility should be addressed by the VISA office at intlstu@odu.edu); and
6. The research must be allowable (e.g., approved by the IRB if relevant; allowed under Office of Research COVID-19 rules if variants impact campus accessibility; etc.).

Funding

Each award is \$3,000, which may be used to cover the student's time to complete the work, to fund the scholarly work's material needs, or both. Awards are paid directly to students via Payroll.

Application Format

The funding application shall be no more than five single-spaced pages in Times New Roman 12 pt. font, with page margins of 1 inch. The sections required in this 5-page limit are described in numbers 2 - 6 below. Additionally, the funding application should include a cover page, as well as any relevant attachments and appendices (e.g., interview questions; surveys; reference pages). These latter materials are not included in the 5-page limit of the proposal itself; see numbers 1 and 7 below.

The entire proposal should be written with a general, educated audience as the focus. Excessive use of jargon not clearly explained to this audience will be penalized.

A letter of support should be submitted under separate cover by the faculty mentor. The letter of support should include the faculty member's assessment of the project, their knowledge of the graduate student's prior academic work, and the details of the working relationship envisioned during the tenure of the award. If the graduate student proposal is linked to a larger faculty project, the mentor should provide a *clear* explanation of the student's role in that project and

Graduate Summer Award Program

how the work to be funded by the Graduate School and Office of Research is *clearly and wholly* under the control and direction of the student.

The following components should be included in applications for the award:

1. Cover Page (not part of the 5-page limit)

The cover page should include: the title of the project; the name, University ID number, departmental affiliation, degree program, address, email, and phone number of the graduate student; and the name, departmental affiliation, address, email, and phone number of the faculty mentor. The submission date should be centered at the bottom of the page.

2. Project Description

Provide a 1-page description of the project. Explain exactly what the project will be and why this project is significant. Describe how the proposed work will contribute to a field of study.

3. Methodology

Provide a description of the research question or problem that will be investigated. Explain what methods will be used to approach this question or problem. Detail how the student will explore the answers to this question or the solutions to this problem. If applicable, include plans for the protection of human or animal participants and the environment. (Note: relevant IRB or Office of Research procedures must be followed; funding is contingent upon any and all required approvals to be received).

4. Goals and Objectives

Provide an explanation of the anticipated goals and objectives associated with this project. Goals are broad contributions to a field of study or knowledge base. Objectives are specific and tangible (i.e., a conference paper; report; journal article; exhibition; performance; graduate thesis; workshop).

5. Budget

Explain how project funds will be used. Provide a justification for how the funds will be used. Generally, funds may be proposed for: a justified living stipend; participant costs; archive access; supplies needed for data collection; travel *if* required to collect data (not for general conference attendance); and other similar direct costs. Questions about allowable expenses should be directed to Dr. Bryan Porter, bporter@odu.edu, *prior to submitting the proposal*.

6. Mentorship and Eligibility Statement

Discuss the working relationship between the faculty member and the graduate student. Explain why this faculty member is an appropriate mentor for this project. Present evidence that this project consists of independent research and scholarship (i.e., *not* lab assistant work; course work; or simple technical tasks undertaken on behalf of the mentoring professor). Additionally, the applicant should provide a description of prior work they have undertaken that is relevant to the proposed project.

Graduate Summer Award Program

4

7. References, Appendices, and Other Attachments (not part of the 5-page limit)

If appropriate, include additional materials relevant to the project. These may include questionnaires, sample interview questions, a recruitment poster, and/or a reference page or bibliography.

Submission of Applications (To be sent by the Student)

The student should send the proposal (numbers 1 to 7 above) as a single attachment to Dr. Bryan Porter, Associate Dean of the Graduate School, at bporter@odu.edu. The proposal should be sent by March 5, 2022 by 5:00 p.m. to be considered on-time.

Email proposals from the ODU student account with subject line: “[last name] – Graduate Summer Award Program.”

The proposal can be emailed as a Word or PDF attachment, although PDF is preferred.

Faculty Letter of Support (To be Sent by the Faculty Member)

The faculty member chosen to provide a letter of support should send the letter directly to Dr. Bryan Porter, Associate Dean of the Graduate School, at bporter@odu.edu. The letter should be sent by the application’s deadline (March 5, 2022 by 5:00 p.m.) to be considered on-time.

Include the graduate student’s last name in the subject line. As mentioned earlier, the letter should include: the faculty member’s assessment of the project; his or her knowledge of the graduate student’s prior academic work; and the details of the working relationship envisioned during the tenure of the award. If the graduate student proposal is linked to a larger faculty project, the mentor should provide a clear explanation of the student’s role in that project and how the work to be funded by the Graduate School and Office of Research is *clearly and wholly* under the control and direction of the student.

The letter of support can be in the message of the submitted email, or within a Word or PDF attachment. However, a signed letter in PDF format is preferred.

APPLICATION DEADLINE: MARCH 5, 2022 BY 5:00 P.M.

Applications received after 5:00 p.m. on March 5, 2022, or those that are incomplete by the deadline, will not be considered, no exceptions. To be complete, *the student application and the faculty letter of support must be received by the deadline* (each document is sent via two different emails as stated above).

Review of Applications

A University panel composed of faculty and staff from diverse disciplines will be appointed by the Vice Provost and Dean of the Graduate School to review proposals. This committee will select the projects that will be funded under this program. Incomplete proposals as defined above will not be reviewed. Applications that have too small a font (to gain space for more materials within the page limit), exceed the 5-page limit, or use margins smaller than 1” on all sides will also not be considered. Eligible proposals for review are evaluated on the basis of merit and how clearly the student explains and justifies the project to a general, educated audience.

Graduate Summer Award Program

Notification to Award Recipients

The recipients of the Graduate Summer Awards will be notified by April 15, 2022. Award distribution will occur in the first summer payroll period.

Additional Requirements

Within one month after the conclusion of the funded period (e.g., approximately late September 2022), student awardees are expected to submit a final report to the Graduate School. This report should be up to five pages in length, and should clearly document the actual methods conducted, results obtained, and objective achieved via the use of the funds. Long-term expected outcomes (e.g., article submission, conference presentation) should be outlined.

The final report should have a cover page, as defined under the application process, and references/appendices not counted toward the 5-page limit for project outcomes. Other relevant deliverables (e.g., a copy of a submitted article if completed in the award period) should be included; these, too, are not counted toward the 5-page limit.

Completed final reports should be sent electronically to Dr. Bryan Porter at bporter@odu.edu.

Recipients are expected to acknowledge the support of the Graduate School and Office of Research's Graduate Summer Award Program in any publications or products generated because of this award. The following statement or similar may be used: "This research was supported by a Graduate Summer Award Program from the Graduate School and Office of Research at Old Dominion University, Norfolk, Virginia, USA."



Locations:

- California - San Francisco
- New York - New York
- California - Remote
- Colorado - Denver
- Texas - Remote
- Georgia - Atlanta
- Washington - Seattle
- US Remote

Position Description:

The Immigration Specialist will be part of our fun, dedicated and knowledgeable Global Mobility Team. This is a fast-paced and high volume role on a team that fosters a collaborative environment and a strong service oriented culture that ensures delivery of efficient, effective, high quality and high touch services.

- 1) Assist with PERM labor certification process; including posting physical/electronic notices, assisting with applicant review process and answering DOL sponsorship questionnaires for PERM labor certification filings
- 2) Participate with H-1B Cap submission, petition review, updating internal resources, answering questions via the ticketing system, and other ongoing internal processes/projects as needed
- 3) As needed, consult with and support employee relocation cases, providing the best possible customer support by managing the end to end process and experience of the relocating employee and stakeholders involved
- 4) Liaise between employees, payroll, legal, I-9, and other internal stakeholders to support employees and their immigration actions
- 5) Ensure accuracy and data upkeep at all levels, including file/petition review as well as general auditing of immigration and internal databases.
- 6) Assist with providing relevant visa/immigration information for internal stakeholders and candidates/employees through various methods of communication (e-mail, phone, in person, slack, ticketing system, Google hangout)
- 7) Support all employee inquiries, and escalate to

- Senior Immigration Specialists as required
- 8) Act as a liaison between immigration counsel and Salesforce on case status updates or other information as needed
- 9) Stay up to date on immigration news and assist with creating, updating and communicating internal immigration resources (e.g. trainings/presentations, knowledge articles, internal toolkit, FAQs, policy documents)
- 10) Work with stakeholders to identify areas of operational efficiency and streamline processes
- 11) Assist with reporting on an ongoing or ad-hoc basis. Candidate should be comfortable with large data reporting/manipulation, including excel and other database systems.

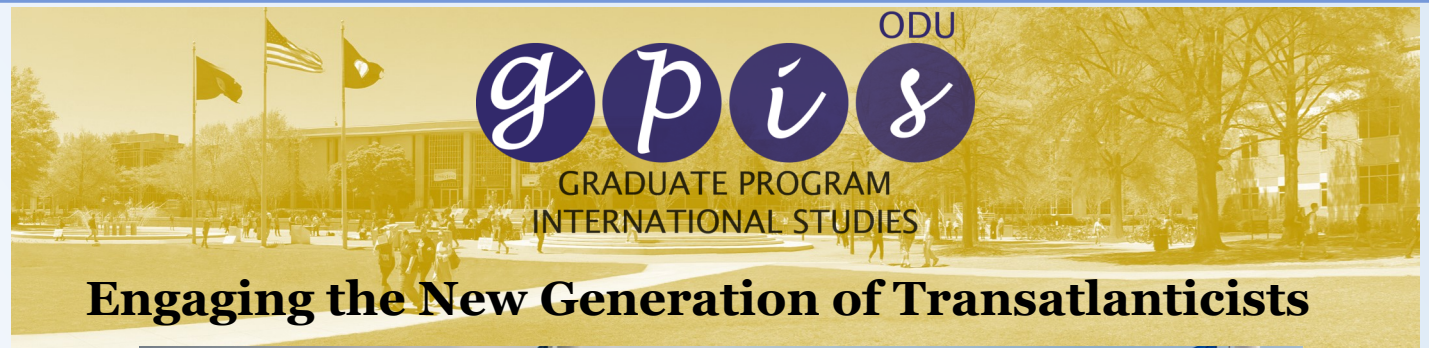
EXPERIENCE REQUIRED:

- U.S. immigration experience (nonimmigrant visas and green cards)
- High degree of flexibility, organization, self-motivation, efficiency, and detail-orientedness
- Professional communication and presentation
- Clear and succinct communication (no legalese)
- High sense of ownership and urgency
- Experience with out-of-the-box problem solving
- Teamwork mentality and willingness to learn and pitch in to help
- Ability to write FAQs and processes and train on them
- Tech savvy and ability to learn new systems/ technologies right away
- Mobility experience and/or global visas a plus
- In-house experience a big plus

COMPENSATION:

- Minimum annual salary of \$65,800; compensation based on experience

For further information about the position and the process to apply, [click here](#)



Engaging the New Generation of Transatlanticists



As part of their joint project “**Engaging the New Generation of Transatlanticists**,” The German Marshall Fund of the United States (GMF) and the Center for a New American Security (CNAS) are now accepting applications from U.S. graduate students to present their ideas for U.S.-EU cooperation and their vision for the future of transatlantic relations.

GMF and CNAS invite students to send a three-minute (or shorter) **video** and **250-word written summary** outlining a new and unique approach to key issues facing the transatlantic partners. The video can focus on broad contours of the relationship or a specific area for transatlantic cooperation, including but not limited to: technology, defense and security, climate change, and threats to democracy.

The five competition winners will be invited to join a funded study tour to Europe in July 2022 to meet with officials, experts, and key stakeholders in Brussels and other European capitals.

Apply below and share your video and idea by 11:59 pm EDT on **Tuesday, February 28, 2022**. Find more information about eligibility and requirements below. For questions, please contact NGT@gmfus.org.

[For More information and to apply check out the new GMF Website here.](#)



Peace Operations Training Institute®

Study peace and humanitarian relief any place, any time

Institutional Relations Department Intern

Description: The Peace Operations Training Institute is a nonprofit organisation that develops and distributes online training materials on peace support, humanitarian relief, and security operations. We are based in Williamsburg, Virginia.

We seek an intern to provide administrative and clerical support to the Institutional Relations Department. This will entail customising letters, emails and PowerPoints, verifying and updating contact information, assisting with mailings, and working on various projects.

Institutional engagement is accomplished by publicising the worldwide distribution of our online training courses to various student populations through several outreach channels and maintaining contact with all current and potential institutional partners.

Data Entry

- Review partner websites and the Institute's partner webpages for accuracy and active links;
- Complete data entry of Institutional Partners' information;
- Update comprehensive lists of current institutional partnerships worldwide;
- Update inventory of customised platform elements for each partner webpage;
- Update partner or potential partner information lists and reports as needed;

Publicity

- Maintain, customise, and assist in the creation of promotional materials for national peacekeeping training centres and other partnerships;
- Review partner portals to ensure publicity tools are available and current;

Outreach

- Assist in outreach campaigns;
- Assist with fundraising initiatives;
- Outreach tasks include but is not limited to: the confirmation of potential and current contact information, the customisation of letters and emails, and the execution of all elements of sending out direct mail.

Other Tasks

- Assist with surveys sent to partners and missions;
- Assist with other special projects as needed.

The applicant should be proactive, an innovative thinker, self-motivated, dependable, flexible, comfortable taking direction, and comfortable working at a high volume when necessary. We are a small organisation, and all employees fill in as needed in response to changing needs.

Requirements:

- Recent graduate or student pursuit of a Bachelor's or Master's degree in International Studies, Political Science, Communications, Business, or a related field; or the equivalent combination of higher education and comparable skills;
- The ability to communicate effectively and professionally, both verbally and in writing;
- Strong command of Microsoft Office Suite (Excel, Mail Merge, OneNote, PowerPoint, and Word especially);
- Basic familiarity with Adobe Acrobat DC;
- Must be detail and goal-oriented with the ability to meet, implement, and exceed goals while ensuring alignment with the Institute;
- Willingness to learn about the Institute's programmes and unique line of services.

Highly desirable:

- Professional working proficiency in a second language;
- Lived, studied and have travelled abroad;
- Worked within an international environment and/or with individuals where English was not their first language;
- Prior experience working with an international nonprofit organisation or NGO.

This is a part-time position requiring 15-20 hours a week, and compensation will be \$20 an hour. The ideal candidate will work through the current semester and the summer. Extensions to the internship are possible. The work will be done remotely, with some in-person activities at our Williamsburg, VA office. We offer a flexible, friendly work environment and a unique opportunity to apply your talents to support peace operations training worldwide.

To apply, please write to employment@peaceopstraining.org with a cover letter and résumé. Review of applicants will begin immediately. Applicants received after 16 February 2022 will be accepted but considered only if needed.