



Office of Intercultural
Relations:

WANT TO INTERN WITH OIR? CONNECT WITH US!

Open Position:

- **Intercultural Student Success Interns**

- Promote a welcoming and inclusive environment within OIR and OIR sponsored initiatives, provide programmatic support, and work collaboratively to support campus interculturalization.
 - **Location:** 1070 Webb University Center, 1301 W. 49th Street, Norfolk, VA.
 - **Duration:** Fall 2026 semester and/or Spring 2027 semester
 - **Hours:** Up to 20 hours per week
 - **Compensation: If accepted, eligible ODU humanities students should apply for a Mellon Foundation Humanities Internship Award which provides a \$20 per hour award to support their work-based learning experience.**
 - For more details, check out the next page.

If interested, please send your
resume and cover letter to:
oir@odu.edu



Office of Intercultural Relations - Intercultural Student Success Intern Position Description

Position Overview: The Intercultural Student Success Intern within the Office of Intercultural Relations is recruiting **Intercultural Student Success Interns** for the Fall 2026 semester. The interns will promote a welcoming and inclusive environment within OIR and OIR sponsored initiatives, provide programmatic support, and work collaboratively to support campus interculturalization.

Location: 1070 Webb University Center, 1301 W. 49th Street, Norfolk, VA 23529

Duration: Fall 2026 semester and/or Spring 2027 semester

Hours: Up to 20 hours per week

Supervisor: Office of Intercultural Relations Professional Staff

Compensation: If accepted, eligible ODU humanities students should apply for a [Mellon Foundation Humanities Internship Award](#) which provides a \$20 per hour award to support their work-based learning experience

About the Office of Intercultural Relations, Old Dominion University:

The Office of Intercultural Relations (OIR) is committed to fostering interculturalization on campus through program initiatives that integrate intercultural learning experiences, embrace global perspectives, and enhance students' sense of belonging, engagement, and success. The position offers valuable hands-on experience in event planning, community engagement, content creation, and administrative work within the context of a higher education office committed to creating a welcoming and inclusive campus environment for all.

Responsibilities:

- Contribute to fostering a positive, welcoming, and inclusive environment within OIR, OIR sponsored initiatives, and the ODU campus community.
- Work collaboratively with the OIR team to successfully promote and implement OIR initiatives within the campus community.
- Actively engage the ODU campus community by completing outreach strategies that support OIR initiatives.
- Provide event support for OIR initiatives including aiding with event preparation, set-up, registration, and closing processes.
- Provide logistical support for office activities, functions, events, etc.
- Effectively communicate with OIR team including sharing ideas, seeking knowledge when questions arise, incorporating shared feedback, etc.
- Provide office and phone coverage.
- Complete assigned tasks in a timely manner and other duties as assigned.

Qualifications:

Applicants must be currently enrolled as undergraduate students with a cumulative 2.5 GPA pursuing a degree in one of the following majors:

- African American & African Studies, Interdisciplinary Studies (B.A. or B.S.)
- Asian Studies, Interdisciplinary Studies (B.A.)
- Art History (B.A.)
- Visual Studies (B.A.)
- Applied Language Studies, English (B.A.)
- Creative Writing, English (B.A.)
- Journalism, English (B.A.)
- Literature, English (B.A.)
- Professional Writing, Interdisciplinary Studies (B.S.)
- Technical Writing, English (B.A.)
- Cinema & TV Production, Communication (B.A.)
- Strategic Communication and Journalism (B.A.)
- Communication Studies, Communication (B.A.)
- Media Studies, Communication (B.A.)
- Organizational & Interpersonal Communication, Communication (B.A.)
- Cinema Production, Theatre (B.A.)
- Philosophy (B.A.)
- Political and Legal Studies, Philosophy (B.A.)
- Religious Studies, Philosophy (B.A.)
- History (B.A.)
- French, World Languages and Cultures (B.A.)
- German, World Languages and Cultures (B.A.)
- Japanese, World Languages and Cultures (B.A.)
- Spanish, World Languages and Cultures (B.A.)
- Women's & Gender Studies, Interdisciplinary Studies (B.A. or B.S.)
- World Cultural Studies, World Languages and Cultures (B.A.)

The successful intern will enroll in their department's for-credit internship course (e.g. COMM 368, ENGL 368) or UNIV 168.

The ideal candidates have:

- Positive attitude and excitement to connect and engage with the ODU community.
- Excellent interpersonal communication.
- Experience working with diverse populations and knowledge and understanding of ODU's diverse populations.
- Excellent time management and organizational skills.
- Demonstrated experience with event management, planning, and logistical support.
- Demonstrated ability to multitask and work in a fast-paced environment.
- Proficiency in Mac and PC and ability to effectively utilize Adobe, Canva, and/or Microsoft Software which may include Outlook, PowerPoint, etc.
- Exceptional office etiquette

To Apply:

Please submit a resume and cover letter to the Office of Intercultural Relations via email at oir@odu.edu. Review of applicants will begin immediately, and the positions will remain open until filled.