



OFFICE OF UNIVERSITY PROGRAMS INTERN POSITION DESCRIPTION

Position Title: Office of University Programs Intern

Weekly Time Commitment: negotiable; traditionally 40 hours/week *

Location: 1111 20th St NW, Washington, DC 20526

Summary

The Peace Corps' [Office of University Programs](#) (UP) builds and stewards partnerships with colleges and universities across the country. Through the [Peace Corps Prep](#), [Campus Ambassadors](#), and [Strategic Campus Recruiters](#) programs, UP strengthens the pipeline of diverse and highly qualified applicants for Peace Corps service. Through the [Paul D. Coverdell Fellows](#) program, UP fashions graduate scholarship opportunities for Returned Peace Corps Volunteers (RPCVs).

As part of the Office of University Programs, interns support the programmatic needs of the office, including data management, processing new partner Memoranda of Agreements, managing external communications with key stakeholders, mailings and external communications, and the development of facilitative materials for stakeholders. The internship exposes interns to networking opportunities in health, education, law, finance, diversity outreach, and many other fields both within Peace Corps and in Washington, DC. UP interns gain diverse and valuable hands-on experience while learning more about Peace Corps' mission and its international development model.

Potential Intern Duties

- Excel database management
- Development of organizational templates and procedures
- Research support on a wide range of topics
- Managing external communications with key stakeholders
- Processing new partner Memoranda of Agreements
- Development of informational toolkits
- Package creation and mass mailings
- Assistance in compiling data and preparing reports

Required Skills

- Strong proficiency in MS Office Suite software, including Word, Excel, and PowerPoint
- Analytical ability with attention to detail
- Ability to work in a team environment
- Clear and precise writing

Desired Skills

- Digital design and marketing skills
- Mail merge knowledge and experience
- Advanced Excel and data management skills

Interested applicants must submit resume, cover letter, and Peace Corps application form to internships@peacecorps.gov and copy universityprograms@peacecorps.gov

***The internship is unpaid. Hours are negotiable in order to accommodate part-time jobs.**