

VISAS INTERNSHIP (AY 2025-26)

Requirements:

- Applicants must have experience as a VISAS volunteer and be a current UVA student.
- A VISAS internship is a full academic-year commitment. If you plan to study abroad next year, you are not eligible to intern.
- Per UVA policy, students enrolled full-time (12+ credits in fall/spring, 6+ credits in summer/January Term) in a degree program are eligible for student wage employment. Students in their final semester before graduation who need fewer than 12 credits to complete their degree are also eligible for student wage positions.

Time Commitment:

- Interns work approximately 5 hours per week during VISAS' regular 10-week cycle.
- During the first four weeks of the semester (program setup, recruitment, training), the time commitment may increase to 15 hours per week.
- While VISAS programs continue to evolve, this should give you a clear sense of the general expectations.

Required Dates:

Interns must be available for the following dates:

- VISAS Intern Week: August 20–22, 2025 (on Grounds)
- Weekly Leadership Meetings: Mondays, 9:00–10:00 AM
- Office Hours – (one-hour weekly meeting with program administration)
 - (*Workplace English Coordinators only*) Mondays, 10:00–11:00 AM
 - (*Non-Workplace English Coordinators*) Mondays, between 10:00 AM – 3:00 PM
- VISAS Volunteer Orientation: Tuesday, Sept. 16, 2025 **and** Tuesday, Feb. 3, 2026, 7:30–10:00 PM
- VISAS International Mixer: Thursday, Sept. 18, 2025 **and** Thursday, Feb. 5, 2026, 4:30–6:30 PM (as class schedules allow)
- VISAS Garden Party: April 29, 2026, 1:00–4:00 PM (as class schedules allow)
- At least one VISAS Café per semester (as class schedules allow)
- Additional special events and training sessions as needed

Responsibilities:

- 1. Recruit volunteers and international participants**
 - Conduct outreach and represent VISAS at activities fairs
 - Respond to inquiries and screen volunteer applications
- 2. Coordinate and support volunteer programs**
 - Plan and facilitate volunteer orientation and make-up training sessions
 - Provide ongoing support for volunteers and international participants, including:
 - Answering emails and handling inquiries
 - Troubleshooting challenges and referring to resources as needed
 - Monitoring engagement and ensuring successful program participation
 - Provide culturally sensitive facilitation of interactions between English learners and volunteers
- 3. Organize and co-lead VISAS special events**
 - Help plan and host events including, but not limited to, the International Mixer and Garden Party
- 4. Participate in weekly in-person VISAS leadership meetings (Mondays, 9:00–10:00 AM)**

- Collaborate with fellow interns, the VISAS Program Director, and the VISAS Program Assistant to address program-wide needs and updates
- 5. Hold a weekly in-person office hour (for individual program coordination)**
 - Use this time to work on program-specific responsibilities
 - Meet with the VISAS Program Director/Program Assistant, co-coordinators (if applicable), and volunteers as needed
 - 6. Engage in professional development and training**
 - Attend occasional intern workshops and leadership development sessions
 - Initiate projects and contribute to program growth on an as-needed basis
 - 7. Attend VISAS Intern Week (August 20–22, 2025, on Grounds)**
 - Participate in training, workshops, and planning sessions to prepare for the year
 - Assist with volunteer and international participant recruitment efforts
 - Support the Teaching as a Graduate Student Workshop for new international TAs

Maintaining Connection to VISAS Programs:

- Interns in positions that do **not** involve direct interaction with English learners are required to hold a volunteer role in VISAS to stay connected to English learners in the program. *(This applies to the Language Consultant Coordinator, ESL Assistant Coordinator, Classroom Consultant Coordinator, and Media, Outreach, and Recruitment Coordinator roles.)*
- All interns are expected to attend VISAS Café at least once per semester (as class schedules allow).

Pay (AY 2025-26):

- Undergraduate interns: \$14/hour
- Graduate interns: \$17/hour

VISAS INTERN POSITION DESCRIPTIONS

Below is a list of VISAS internship positions followed by descriptions. Not all these positions are available, as some current interns will continue and some of our program needs will change. Please be prepared to comment on which positions you would be most interested in, and if those positions are not available, which positions you would be open to filling.

Please click the links or scroll down to view descriptions of each available position.

Positions Available for AY 2025-2026:

- [Workplace English Program Coordinators](#) (3 positions out of 6)
- [Classroom Consultant Program Coordinator](#) (1 position)
- [Language Consultant Program Coordinator](#) (1 position)
- [VISAS Café Coordinator](#) (1 position)

Positions Filled for AY 2025-2026:

- **Workplace English Program Coordinators** (3 positions out of 6)
- **ESL Assistant Program Coordinator** (1 position)
- **Media, Outreach, and Recruitment Coordinator** (1 position)

VISAS Workplace English Coordinators (6 Positions)

Workplace English Coordinators support English learning for UVA employees by overseeing the [Workplace English Partner Program](#). This role involves coordinating and communicating with volunteers and learners and supervising in-person sessions. Coordinators also help maintain learning resources and ensure smooth program operations. The ideal candidate is organized, proactive, and comfortable troubleshooting last-minute changes.

Duties:

- Pair volunteers and employee English learners for English learning sessions
- Coordinate with co-interns and the Program Director to prepare materials and lesson plans
- Update and maintain resources, such as printed curriculum packets, Quizlet, and progress reports
- Create warm-up activities and teaching tips for sessions
- Troubleshoot changes in English learner availability
- Maintain communication with English learners via email/WhatsApp
- Respond to volunteer progress report comments and monitor learner engagement
- Assist in writing mid-term and end-of-term summaries for learners
- Work in coordination with the larger Workplace Intern Team

Schedule:

Workplace English Coordinators must be available for **at least one** of the sections below each semester. While the schedule is expected to remain the same, it is subject to change.

Tuesdays (North Grounds):

- Hold English language/literacy sessions Tuesdays from 6-7 PM
- Must be available from 5:30-7:30 PM on Tuesdays

Wednesdays (Central Grounds):

- Hold English language/literacy sessions Wednesdays from 12:30-1:30 PM
- Must be available from 12:00-2:00 PM on Wednesdays

Thursdays (Central Grounds):

- Hold English/literacy sessions Thursdays from 12:30-1:30 PM
- Must be available from 12:00-2:00 PM on Thursdays

In addition to their selected session, **all Workplace English Coordinators** are required to attend the weekly Workplace Office Hour on Mondays from 10:00–11:00 AM.

Ideal Candidate:

- Organized and strong communicator, able to manage logistics for multiple volunteers and learners
- Adaptable and proactive in troubleshooting last-minute changes with diverse learners
- Detail-oriented with teaching experience
- Interest in and/or experience with immigrant and/or refugee communities
- Comfortable using digital learning tools (e.g., Quizlet, ChatGPT)

Classroom Consultant Program Coordinator (1 Position)

The Classroom Consultant Program Coordinator oversees the [Classroom Consultant Program](#) and ensures the smooth operation of the program. This role involves managing communication between CCs and ESL 911 instructors, addressing concerns, providing ongoing support, and maintaining program organization. The ideal candidate is highly organized and responsive.

Duties:

- Recruit, select, and train CCs at the start of each semester
- Coordinate and communicate with CCs and ESL 911 instructors
- Respond to participant concerns and troubleshoot challenges as needed
- Check in with CCs weekly to ensure engagement and address any issues
- Track CC participation and maintain program records

Ideal Candidate:

- Organized and responsive, with strong communication skills
- Detail-oriented and able to track and check in with multiple volunteers
- Capable of managing a high-volume program with many participants
- Willing to serve as a moderator for ESL 911, helping to facilitate discussions and manage interactions

Language Consultant Program Coordinator (1 Position)

The Language Consultant Program Coordinator manages the [Language Consultant Program](#), overseeing volunteer-international participant pairings, handling a high volume of time-sensitive emails, and ensuring smooth communication. This role requires strong organization, responsiveness, and cultural sensitivity to support a large, dynamic program. The ideal candidate is highly organized, detail-oriented, and comfortable handling sensitive communication.

Duties:

- Recruit, select, and train volunteers at the beginning of each semester
- Create and update the volunteer-international participant pairing spreadsheet
- Manage a high volume of time-sensitive emails, especially during volunteer placement and training periods (early September, early February)
- Respond promptly to partner concerns and provide support as needed
- Send and monitor the volunteer and international participant Friday check-in forms
- Write and send the Sunday weekly newsletter with conversation topics and activity suggestions
- Work closely with the VISAS Program Director and Program Assistant to address sensitive concerns and program challenges

Schedule & Expectations:

- The busiest times are early in each semester during volunteer placement and training. Availability and flexibility during these weeks are essential.
- This is a large program requiring strong organization, responsiveness, and attention to detail.

Ideal Candidate:

- Extremely organized and detail-oriented, especially with spreadsheets
- Strong written communicator, able to manage a high volume of time-sensitive emails
- Proactive problem solver who can troubleshoot volunteer and participant concerns
- Creative and social, with ideas for improving engagement within the program
- Culturally sensitive and adaptable to changing needs

VISAS Café Coordinator (1 Position)

The VISAS Café Coordinator plays a key role in creating a welcoming, engaging space where international participants and volunteers connect through conversation. This position involves leading weekly [VISAS Café](#) events, coordinating the [Conversation Facilitator Program](#), and fostering a sense of community. The ideal candidate is social, organized, and proactive, with a strong sensitivity to the experiences of English learners.

Duties:

- Facilitate weekly VISAS Café sessions, ensuring a warm and inclusive environment for all participants
- Engage and encourage international participants, volunteers, and guests in conversation
- Develop and implement discussion topics and/or activities for each session
- Prepare and organize weekly materials
- Plan event catering with the help of the VISAS Program Assistant
- Communicate weekly with international participants and volunteers to announce and remind about the event details
- Work with the Media, Outreach, & Recruitment Coordinator to promote events and discussion topics on social media
- Train, coordinate, and communicate with Conversation Facilitators

Schedule:

- Wednesday evenings:
 - Set up (no later than 4:45 PM)
 - Lead VISAS Café from 5-6 PM
 - Tear down and debrief (until about 6:15 PM)
- Hold brief planning meetings with Conversation Facilitators once per week

Ideal Candidate:

- Outgoing and social, with a passion for bringing people together
- Comfortable with (or willing to become comfortable with) public speaking and leading group conversations
- Creative and proactive in developing engaging discussion topics and activities
- Welcoming and inclusive, with strong sensitivity to the needs of English learners
- Open to building connections between VISAS and other programs on Grounds
- Organized and reliable, able to coordinate volunteers and manage event logistics