

VISAS Intern Position Descriptions & Responsibilities

AY 2026-27

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 be an 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 3-5 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 10 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 19-21, 2026 (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. 15, 2026 **and** Tuesday, Feb. 9, 2027, 7:30-10:00 PM
- **VISAS International Mixer:** Thursday, Sept. 17, 2026 **and** Thursday, Feb. 11, 2027, 4:30-6:30 PM *(as class schedule allows)*
- **VISAS Garden Party:** May 5, 2027, 1:00-4:00 PM *(as class schedule allows)*

Responsibilities:

1. Recruitment & Outreach

- Recruit volunteers and international participants
- Conduct outreach and represent VISAS at activities fairs
- Respond to inquiries and screen volunteer applications

2. Program Coordination & Support

- Coordinate and support individual VISAS volunteer program
- Plan and facilitate volunteer orientation and make-up training sessions
- Provide ongoing support for volunteers and international participants, including:
 - Answering emails and handling inquiries in a timely and professional manner
 - Troubleshooting challenges and referring to resources as needed
 - Monitoring engagement and ensuring successful program participation
- Provide culturally sensitive facilitation of interactions between international participants and volunteers

- Maintain program documentation and assist with program evaluation

3. Collaboration

- Collaborate with fellow interns, the VISAS Program Director, and the VISAS Program Assistant to address program needs and updates
- Utilize leadership meetings to share ideas, coordinate across programs, and work through logistics
- Utilize office hours for program and cross-program planning, material preparation, and meetings with volunteers as needed

4. Events & Professional Development

- Organize and co-lead VISAS special events
- Help plan and host events including, but not limited to, the International Mixer and Garden Party
- Engage in professional development and training
- Attend occasional workshops and leadership development sessions
- Initiate projects and contribute to program growth as appropriate

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 schedule allows*).

Pay (AY 2026-27):

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

VISAS INTERN POSITION DESCRIPTIONS

Please click the links or scroll down to view descriptions of each available position. Positions marked [FILLED] are included for transparency and reference.

OPEN Positions for AY 2026-2027:

- [Classroom Consultant Program Coordinator](#) (1 position)
- [ESL Assistant Program Coordinator](#) (1 position)
- [Media, Outreach, and Recruitment Coordinator](#) (1 position)
- [VISAS Café Coordinator](#) (1 position)
- [Workplace English Program Coordinators](#) (3 positions out of 6)

FILLED Positions for AY 2026-2027:

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

[OPEN] 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 Classroom Consultants (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

[OPEN] ESL Assistant Program Coordinator (1 Position)

The ESL Assistant Program Coordinator oversees the [ESL Assistant Program](#), supporting ESL instructors and ensuring ESL Assistants (ESLAs) are effectively integrated into [ESL 907](#) and [ESL 909](#) classes. This role involves recruitment, placement, communication, and ongoing support of ESLAs. The ideal candidate is organized, proactive, and comfortable building relationships across the University.

Duties:

- Recruit, select, train, and place ESLAs at the beginning of each semester
- Coordinate and communicate with ESLAs and ESL instructors
- Respond to participant concerns and troubleshoot challenges as needed
- Visit and observe ESL classes, offering guidance on how ESLAs can participate fully
- Create opportunities for ESLAs and/or students to engage outside of the classroom

Because this position typically requires fewer weekly hours than other VISAS intern roles, the ESLA Coordinator also serves as one of VISAS' outward-facing interns. This includes building connections between VISAS and the broader international University community and engaging with issues impacting international students.

Examples of this work may include participating in student leadership initiatives, attending relevant University events, and representing VISAS in cross-campus collaborations.

Ideal Candidate:

- Organized and reliable, with strong follow-through
- Comfortable communicating with instructors, students, and volunteers
- Interested in international education and classroom-based language learning
- Proactive and confident representing VISAS in broader University spaces

[OPEN] Media, Outreach, & Recruitment Coordinator (1 Position)

The Media, Outreach, & Recruitment Coordinator leads VISAS' public-facing communications, outreach initiatives, and recruitment efforts. This role oversees the [Media Consultant Program](#) and plays a central role in shaping VISAS' visibility, branding, and engagement across Grounds. The ideal candidate is creative, detail-oriented, and comfortable managing multiple projects with deadlines.

Duties:

- **Media**
 - Manage Meta Business Suite
 - Draft, schedule, and publish social media posts with program updates and engaging content on a daily/weekly basis
 - Ensure consistent and professional [UVA branding](#) style is maintained across programs and all publicity materials
 - Make flyers for events and create designs for announcements using Canva
 - Maintain and update spreadsheet for planning social media posts
 - Identify and arrange photography (individuals and/or groups) for social events
 - Train, coordinate, communicate, and hold regular meetings with Media Consultants
- **Outreach**
 - Help plan, promote, and implement social events
 - Create and implement tools/processes to facilitate the outreach goals of VISAS
 - Maintain and expand upon VISAS' outreach initiatives, including Humans of VISAS
- **Recruitment**
 - Oversee VISAS publicity
 - Lead recruitment efforts for the VISAS leadership team

Schedule & Expectations:

- The busiest periods for this position are during program planning, recruitment, and training phases (August–September and January–February). Availability/flexibility during these weeks is essential.

Ideal Candidate:

- Familiarity with or a willingness to learn graphic design tools (including Canva)
- Familiarity with or a willingness to learn Meta Business Suite for social media post scheduling
- Creative and detail-oriented, with strong visual and written communication skills
- Highly organized and able to manage multiple timelines and projects
- Comfortable taking initiative and leading recruitment and outreach efforts
- Interested in marketing, communications, or community engagement
- Photography experience is a plus

[OPEN] 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:

- Set up and 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
- 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 & Expectations:

- Wednesday evenings:
 - Set up (4:30-4:45 PM)
 - Lead VISAS Café (5-6 PM)
 - Tear down and debrief (6-6:15 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

[OPEN] Workplace English Coordinators (3/6 Positions)

Workplace English Coordinators support English learning for UVA employees by overseeing the [Workplace English Partner Program](#) and the [Workplace Language Consultant 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 & Expectations:

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.

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)

[FILLED] 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, attention to detail, and professionalism.

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