

Undergraduate and Graduate Interns at ISS-USA have the opportunity to learn both international case management skills and refine their skills in research, curriculum development, program management and fundraising. Graduate Interns are required to work in both fields.

Intercountry Case Management:

1. Coordinate inter-country casework services and consultation.
2. Broker service delivery through ISS partners.
3. Monitor and coordinate interagency service delivery.
4. Maintain records, including computerized case management referral and tracking system.
5. Maintains professional resource files.
6. Research requested information and present findings to internal and external audiences.
7. Prepare a wide range of documents, including case files, program reports, proposals, correspondence and memorandum.

Research and Organizational Development: (MACO)

Work directly with the Director of the Arthur C. Helton Institute for International Social Service (The Institute) on the following activities:

- 1) The development of research instruments for data collection
- 2) Data collection
- 3) Research on a broad range of topics related to children and families separated across international borders
- 4) Publish occasion papers on topics relevant to the goals of the Institute
- 5) Work on advocacy at the state and national level
- 6) Research and assist in the preparation of grants and other fundraising activities