

**Cross-Cultural Training & Consulting  
Country Specialist Associate Internship  
FALL ~ SPRING ~ SUMMER**

At Aperian Global, we are seeking highly-motivated and talented students to participate in our semester-long “Country Specialist Associate” internship. We require 15-20 hours a week during the school year and 20 hours during the summer. It normally lasts 4 months and coincides with the university semester. Please note that *the internship must be for academic credit*.

**About Aperian Global:**

Aperian Global is the largest privately held intercultural management consulting firm, serving 7 of the Top 10 Fortune 100 companies and more than a quarter of the Global Fortune 1000 companies, including all of the top five. Aperian Global has Global Headquarters in San Francisco and Boston, USA; as well as global offices in Shanghai, Chennai, Tokyo, London, Paris, Zurich, Copenhagen, and Amsterdam. Our 85 trainers and consultants around the world cover every major market worldwide.

Aperian Global delivers a blend of consulting, training, and web tool services that aim to develop the capabilities of individuals, teams, and organizations to work effectively across cultures in order to create a sustainable global future. Aperian Global's services include organizational consulting, one-on-one coaching, teambuilding, and classroom training. Its web-based tools simultaneously provide instant, 24/7 access to information vital to international business travelers, expatriates, headquarter-based employees, in-country personnel, and multinational teams alike.

You may read more about Aperian Global at: [www.aperianglobal.com](http://www.aperianglobal.com)

Trainings are conducted by our trainers/consultants who serve as culture generalists. In addition to our own trainers, we use *Country Specialists* in trainings to serve as cultural experts for their respective countries. Country Specialists work on an ad-hoc basis with Aperian Global and should be a national of the targeted country with background knowledge and professional experience in that specific country. The main responsibility of the interns is to project manage our in-house “Country Specialist” program.

**Your Main Responsibilities:**

The main responsibilities for our CS Associate interns include but are not limited to:

- Conduct ongoing Country Specialist searches by researching potential candidates via databases/associations/ organizations/universities.
- Discuss with potential candidates our training needs, company philosophy and their role in the training, etc. via phone and email.
- Coordinate interview process between candidate and Country Specialist Coordinator.
- Complete process of offering candidate the position and handle all written correspondence.
- Maintain and update all databases.
- Participate in additional projects and administrative duties as necessary.

**Your Qualifications:**

- Currently enrolled in a Bachelors or Masters degree program in a relevant field
- Strong interpersonal and communication skills (on the phone and written)
- Proficiency in core Office Suite applications (Word, Excel, Outlook, etc)
- Extremely detail-oriented and organized
- Works well with time constraints and deadlines
- Personal international experience from living and/or studying abroad
- Flexibility to react quickly, effectively, and creatively to new challenges

**Application:**

If you are interested in this position and your background and skill set match the profile outlined above, please send a cover letter and resume via email with subject line “CS Associate Internship” to Adriane Musgrave at [amusgrave@aperianglobal.com](mailto:amusgrave@aperianglobal.com).

Kindly include a statement on your prospective availability/flexibility, including specific times if possible. We want to ensure that interns can work 15-20 hours during the school year and 20 during the summer. Please make sure you can receive academic credit by checking your school's policy or speaking to your advisor before applying.

We accept applications on a rolling basis, but make final decisions two to three weeks before the start date. For any further questions, please call Ms. Musgrave on her direct line at 617-502-8632.