

Graduate Assistant Opening

Office of Study Abroad

Qualifications: The ideal candidate will possess an interest in and/or experience with study or travel abroad initiatives. The graduate assistant should also possess strong interpersonal, organizational, and communication skills (both oral and written). S(he) should be computer proficient, enthusiastic, outgoing and willing to take on multiple tasks. A strong attention to detail is extremely important in this position.

Terms: The position requires twenty (20) hours of work per week. The graduate assistant must be available each semester for a few evening and weekend responsibilities, including study abroad information sessions, pre-departure orientations and International Education Week activities.

The Study Abroad Office graduate assistant is expected to arrive at least one week (preferably 2 weeks) prior to the start of the fall semester for graduate assistant training.

Dates of Appointment: Fall 2016 and Spring 2017

Compensation: \$7,000 total salary

Duties and Responsibilities:

Primary responsibilities of this position involves promotion and coordination of UCA's study abroad programs such as advertising study abroad opportunities on campus, responding and meeting with students regarding study abroad questions, managing study abroad applications and following up with students regarding the application process.

Other duties as assigned including:

- Schedule and coordinate information sessions.
- Assist the SA Office in the planning and execution of the Study Abroad Pre-Departure Orientations (on a semester basis).
- Assist the SA Office with various office projects.
- Assist with programs such as the annual study abroad fair during International Education Week, and attend other study abroad/international events on an as-needed basis to promote study abroad.
- Assist in maintaining the study abroad website and social media.

Attach the following to an e-mail message addressed to Natalie Flemming: natalief@uca.edu by **July 8th** to apply.

- Completed Graduate Assistant Application form found at <http://uca.edu/graduateschool/assistantships-and-other-aid/>
- Cover Letter
- Résumé