

GRADUATE ASSISTANT FOR STUDY ABROAD & EXCHANGE PROGRAMS

JOB DESCRIPTION

AUGUST 2009

Requirements:

Minimum:

1. Engaged in graduate-level studies at UNC
2. Interest and ability to learn about other cultures and issues related to international travel
3. Excellent skills in organization, human relations, communications, and leadership
4. Excellent computer skills, particularly including spreadsheets, data bases, publications, and presentations
5. Outgoing and enthusiastic personality

Highly Desirable: Experience living, studying, or working outside of the United States

Duties and Responsibilities

1. Study Abroad Advising. This includes
 - Progressively learning about all UNC study abroad programs
 - Progressively learning about all UNC undergraduate programs
 - Helping students apply for programs fitting academic needs, financial limitations, and location interests
2. Plan and oversee weekly events to promote study abroad. This will include but is not limited to
 - Study Abroad and Passport Fairs
 - Presentations to classrooms and organizations
 - Campus information tables
 - Concerted collaboration with other campus entities
3. Develop and implement system for enhanced communication with interested students
4. Maintain and enhance system to prepare students for the study abroad experience
 - Organize information given and communication with students after they have been accepted to study abroad
 - Oversea collection of post acceptance forms
 - Help students complete financial aid budget forms
 - Help students enroll in adequate health insurance
 - Help students complete transfer of credit form
 - Advise students about visa requirements for their intended study destination
 - Plan and implement pre-departure orientation in collaboration with various campus entities
5. Develop and implement system for enhanced communication with returned students. This includes
 - Developing and collecting student program evaluations
 - Implementing Re-entry sessions for returned students in collaboration with UNC students and various UNC offices and organizations
 - Organizing returned student volunteers to help with promotional events and pre-departure sessions

This position will be .5 FTE or 20 hours weekly

Please provide cover letter and resume in person or email pdf to Joseph.tort@unco.edu

Contact Joe Tort at Joseph.tort@unco.edu or 351-1333 if you have any further questions.