

## 2021-22 Graduate Assistantships in the Center for International Education

### Positions Overview

The Center for International Education has three (3) Graduate Assistantships available for the 2021-2022 year. The Graduate Assistantships are a Graduate-level, 16 - 18 hours per week assistantships offered through the UNC - CIE to help facilitate cross-cultural engagement and event planning, international student recruitment and support the education abroad team as the student education abroad advisor. The CIE Graduate Assistantships offer support and connections with UNC students, staff, faculty, and the surrounding community. The Graduate Assistantships for CIE directly support the UNC SESS Plan and align with the 2030 Strategic Vision at UNC.

**The International Recruitment and Outreach Graduate Assistantship** position reports to the Assistant Director of International Recruitment and Outreach. This position may supervise International Student Ambassadors, international and/or domestic students who provide outreach support via campus tours, contacting prospective students and their families and serve as additional linkages between academic units, graduate programs, International Admissions, and the CIE team. This position provides administrative and programmatic support to the Assistant Director of International Recruitment and Outreach and other CIE units, and is expected to follow all CIE and UNC policies and guidelines, particularly those related to FERPA and confidentiality of student record policies, immigration regulations, academic integrity policies and health and safety precautions.

**The Education Abroad Graduate Advisor Graduate Assistantship** position reports to the Education Abroad Director and helps promote international student mobility and support education abroad programs at UNC. This position may supervise Student Peer Advisors. This position provides administrative and programmatic support to the Education Abroad Director, and other CIE programs, and is expected to follow all CIE and UNC policies and guidelines, particularly those related to FERPA and confidentiality of student record policies, immigration regulations, academic integrity policies and health and safety precautions.

**The Cultural Engagement Assistantship Graduate Assistantship** position offered through CIE to facilitate orientation programming and cultural immersion for incoming international students at all levels and visiting scholars, while providing meaningful connections with UNC students, staff, faculty, and the surrounding community. This position acts as a liaison for international students and visiting scholars with university offices, student clubs, and community organizations under guidance and direct supervision of the Director of International Student and Scholar Services. This position also assumes additional administrative duties including dedicated work hours at the CIE front desk in a fast-paced multifunction office environment. This position is expected to follow all CIE and UNC policies and guidelines, particularly those related to FERPA and confidentiality of student record policies, immigration regulations, academic integrity policy and health and safety precautions.

**Position Eligibility:**

- Must be a current, Graduate, degree-seeking UNC student (academic program determines the funding amount and the length of time a GA could retain this position)
- GA Contract specifies 16 - 18 hours per week, flexible start dates to be discussed during the interview process
- Graduate student must meet and maintain enrollment and GPA requirements of program in order to remain eligible for appointment.

**Position Compensation:**

This position is remunerated with Graduate, in-state tuition for up to 10 credit hours per semester. Additionally, there is a monthly stipend for a 16 - 18-hour work week with flexible start dates. Possible renewal for a following year, contingent on performance and position and funding availability.

**Position Skills & Qualifications:**

- Outstanding interpersonal skills, including excellent communication, oral presentation and listening skills
- Strong leadership skills, and a service-minded, student-focused attitude
- Ability and willingness to follow university policies and procedures, including confidentiality policies, is required; general knowledge and understanding of university policies/procedures is preferred
- A high level of cultural sensitivity and cultural competency is required; proven successful experience working with individuals of diverse cultural, ethnic, and/or linguistic backgrounds is strongly preferred
- Previous familiarity using various database software programs, and willingness to receive training on new programs. Demonstrated critical thinking skills and problem-solving ability
- Strong team-oriented approach, ability to manage large amounts of information, and to be extremely detail oriented, organized, and thrive on multi-tasking and working in an environment with multiple interruptions is required
- Ability to take the initiative to improve workflow, to implement projects as needed, and to act independently
- A demonstrated interest in international education or recruitment, with experience living, studying, or working outside the US strongly preferred
- Knowledge of another language(s) is strongly preferred
- Strong competency in global and intercultural matters is preferred
- Ability to work occasional weekend/evening event, outside of standard work schedule, is required
- **Good academic standing is required to maintain Graduate Assistant position eligibility**

**To Apply:**

For complete job descriptions, and to apply please complete and submit the following materials to:

[cic@unco.edu](mailto:cic@unco.edu)

- Application for Administrative Graduate Assistantship - available on the Graduate School website: <https://www.unco.edu/graduate-school/funding/student-employment.aspx> and Handshake located on the Center for Career Readiness website: <https://www.unco.edu/career/students/getting-a-job/>
- Resume
- Cover Letter/Statement of Interest