Job Description

Employer Information

The Office of Global Engagement (OGE) (formerly the Center for International Education) at the University of Northern Colorado consists of Education Abroad, International Student & Scholar Services, the Intensive English Program, International Partnerships & Short-Term Programs, and a U.S. Passport Acceptance Facility. OGE’s mission is to: “provide the umbrella framework for all international activities at the University of Northern Colorado, building connections between UNC’s greater community and the world and bringing global perspectives to enrich our campus community. Our team leads the UNC’s international initiatives by facilitating global partnerships, recruiting, and supporting international students, and coordinating programming that prepares students for success in today’s global environment. In addition, we collaborate with and supports faculty and staff in developing globally minded programs, research and partnerships that elevate our international profile and expand the engagement of our Global Bear community as follows:

• Promoting a diverse and global student body by recruiting and retaining international students
• Advocating for acceptance and inclusion of all identities and cultures via meaningful cross-cultural engagement opportunities and promoting global competencies
• Increasing international mobility among students, faculty, and staff by facilitating and administering education abroad opportunities and programs
• Providing academic and linguistic support for non-native English speakers
• Fostering sustainable and mutually beneficial partnerships worldwide
• Promoting safe and responsible international travel for students, faculty, and staff via international risk management policies and support framework
• Facilitating regulatory compliance related to the international activities of the institution

Education Abroad administers over 400 UNC-sponsored programs in more than 70 countries around the world. We strive to offer every student, in every discipline, the opportunity to participate in a high-quality study abroad program. Our portfolio extends to every continent, and includes semester and year-long programming, as well as summer and winter term options.

Position Description

The Office of Global Engagement invites applications for the position of Education Abroad Graduate Assistant (Master’s or Doctoral Level). This position is remunerated with graduate, in-state tuition for up to 10 credit hours per semester. Additionally, there is a monthly stipend for eighteen (18) working hours per (beginning on August 15, 2022). The actual amount of the tuition and/or stipend is individually calculated for different degree programs. For details on Eligibility and Compensation for Graduate Assistantships at UNC, please visit https://www.unco.edu/graduate-school/funding/assistantships.aspx.

Job Duties:
• Clerical and/or administrative tasks, including front desk coverage as well as fielding phone calls, email, and in-person inquiries/requests for all of the OGE units.
• Reporting, including configuring, consolidating, organizing, formatting, and summarizing quantitative and qualitative data (e.g., Open Doors®).
• Reviewing and reconciling records, compiling program histories, and creating and maintaining archives (e.g., exchange program balances).
• Website development, maintenance, and reporting, including ensuring congruity with contractual agreements and partnership information (e.g., Terra Dotta agreements module with SharePoint, Ed Abroad Program Webpages, etc.)
• Coordination of departmental outreach to promote Education Abroad on campus.
• Drafting of program budgets, both online and in Microsoft Excel.
• Drafting or updating handbooks, policies, training manuals, etc.
• Reviewing UNC webpages which reference Education Abroad / OGE for accuracy.
• Researching programs, scholarships, services, and suppliers.
• Retaining and disseminating information about UNC education abroad programs.
• Responding to inquiries via telephone, email, and other mediums in a timely fashion.
• Supporting OGE events (orientations, class visits, etc.), and other initiatives.
• Providing support and mentorship for the undergraduate team (when applicable)
• Supporting the Director of Education Abroad and the Executive Director of the Office of Global Engagement with the day-to-day needs of the office.
• Other duties as assigned in support of EA and OGE initiatives

**Minimum Qualifications:**

• Be proficient in Microsoft Office 365, including Word, Outlook, Excel, PowerPoint, and Publisher, as well as selected Adobe programs.
• Meet the eligibility requirements delineated at [https://www.unco.edu/graduateschool/funding/assistantships.aspx](https://www.unco.edu/graduateschool/funding/assistantships.aspx).
• Take no more than 10 graduate credit hours per semester. Due to the demanding nature of this position, we will not consider applicants who are taking more credits.
• Maintain 18 consistent office hours per week, with occasional flexibility needed for additional evening and/or weekend hours.
• Commit to a minimum of a full-year position and work for two consecutive semesters (fall and spring), not including vacation periods. This position does not require or guarantee summer employment.
• Successful applicants may be required to pass a criminal background check.
• A demonstrated commitment to diversity, equity, inclusion, and justice

**Preferred Qualifications:**

• Successful completion of an education abroad program.
• Demonstrated interpersonal communication skills.
• Demonstrated ability to effectively manage multiple, competing priorities.
• A demonstrated attention to detail, as well as strong organizational skills.
• Ability to work as successfully independently as collaboratively.
• Familiarity with web-based methods of publishing, including social media, WSIWYG windows and/or basic HTML coding.
• Demonstrated initiative and interest in the field of international education.

Please note: This position does require US work authorization despite its listing.