Position Title: Graduate Assistant for Faculty-led Study Abroad Programs

Reports to: Charity Eckhardt, Faculty-led Study Abroad Advisor, charity.eckhardt@uni.edu, 28 Gilchrist Hall, Cedar Falls, IA, 50614-0520. Tel.: 319-273-7078

Terms of Employment:
• For the fall semester: 20 hours per week, beginning August 26, 2019 and ending December 20, 2019. Does not include the week of Thanksgiving Break.
• For the spring semester: 20 hours per week, beginning January 13, 2020 and ending May 8, 2020. Does not include the week of Spring Break.

Compensation:
• Full assistantship salary for 2019-2020 is $5,176 per semester (salary will be updated by February 1st, 2019)
• Salary is prorated on a weekly basis for late start.
• Graduate Assistants may qualify for in-state tuition and fees.
• Graduate Assistants receive University holidays and do not work during Thanksgiving Break, Spring Break, or the interims between semesters.
• For more information on the Graduate Assistantship System and procedures: http://www.grad.uni.edu/assistantships/

Position Description:
• Assist and support the Faculty-led Study Abroad Advisor by advising interested students on faculty-led study abroad programs.
• Issue and publish social media updates on faculty-led study abroad programs.
• Take walk-in appointments with students interested in faculty-led study abroad programs.
• Recruit students for faculty-led study abroad programs by arranging fairs, tabling, classroom presentations, visiting student organizations, etc.
• Facilitate group discussion via various electronic platforms for faculty-led study abroad programs during pre-departure phase.
• Arrange, update and conduct airfare purchase presentations.
• Run errands on campus as necessary for program documentations.
• Review students’ program applications and follow up regarding components to be completed.
• Review booking confirmations for accuracy.
• Compile information for course leaders’ usage while leading faculty-led programs abroad.
• Provide general support for the Director and Faculty-led Study Abroad Advisor as needed.
Qualifications:
- Must be a full-time, degree-seeking student in a UNI graduate program.
- Must be enrolled in 9 graduate credits each semester of assistantship.
- Maintain a Plan GPA of at least 3.00. First semester graduate students must have an undergraduate GPA of at least 3.00.
- Have at least two semesters of full-time graduate coursework remaining in the program of study.
- Travel experience outside of the U.S.A. is preferred.
- Excellent written and oral communication skills, including public speaking skills.
- Proficiency with standard computing software and applications.
- Flexibility and availability to conduct information sessions in the afternoons/early evenings.

Application Process and Deadline: To apply email the completed Application Form for Graduate Assistantship (available at http://www.grad.uni.edu/assistantships) and Resume and Cover Letter to Paula Van Zee at paula.vanzee@uni.edu.

Applications received by March 23rd will be given preferential consideration.