University of Northern Iowa
Study Abroad Center

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

Reports to: Charity Eckhardt, Faculty-led Study Abroad Program 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 2019-20 is $5,284 per semester
- 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 Program Advisor by advising interested students on faculty-led programs.
- Issue and publish social media updates on faculty-led programs.
- Take walk-in appointments with students interested in faculty-led programs.
- Recruit students for faculty-led programs by arranging fairs, tableting, classroom presentations, visiting student organizations, etc.
- Implement updates to Abroad 101 presentation and host these throughout the academic year.
- Facilitate group discussion in social media for faculty-led programs during pre-departure phase.
- Arrange, update and conduct airfare purchase presentations.
- Run errands on campus as necessary for Program Documentations.
- Review student’s program application and follow up regarding components to be completed.
- Review booking confirmations for accuracy.
- Print and compile information for course leader’s binder to take abroad.
- Provide general support for the Director and Faculty-led Study Abroad Program 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 UNI cumulative graduate GPA of at least 3.00. A newly admitted graduate student must have at least a 3.0 GPA for undergraduate or previous graduate work of at least 8 graded credit hours.
- 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 VanZee at paula.vanzee@uni.edu.

Applications received by March 1st will be given preferential consideration.