Project Assistantship Position Description

Title: Graduate Student Position

Department: International Programs Office

Program: Curriculum Integration Project Assistant

Supervisor: Director of Academic Initiatives, Education Abroad

Weekly Hours: 20

Stipend: $25.23 per hour for the appointment term, paid bi-weekly

Appointment Term: August 26, 2018 – May 25, 2019

This is an academic year appointment including winter session and spring break.

Periods of Non-Responsibility: N/A

Appointment Renewal: Appointments are for the stated appointment term only and there is no guarantee of appointment renewal.

International Programs Office (IPO)
The International Programs Office (IPO) at the University of Massachusetts Amherst, is the hub of campus internationalization: we coordinate international and intercultural programming for students, faculty, and staff; represent the international interests of the university at home and abroad by managing partnerships and contributing at major conferences; we serve as a knowledge center for international mobility; and, most importantly, we promote a campus culture of inclusion and respect for diversity. IPO has always been focused on making the benefits of international education accessible to the greatest number of students possible. Each year, we send more than 1,200 students to study abroad on as many as 400 programs in more than 50 countries.

General Summary of Position
The primary role of the person in this position will be to assist in the management of the Curricular Integration project of the Education Abroad office. The Project Assistant will report to the Director of Academic Initiatives, and will work closely with other professional staff in the office. Current curriculum integration efforts include collaborations with the College of Engineering, the College of Information and Computer Science, the Isenberg
School of Management, and the Departments of Economics, Resource Economics, Biology, Chemistry, Biochemistry, Mathematics, Communication and Nursing.

**Typical Duties and Responsibilities**

1. Facilitating curriculum integration (CI) between UMass Amherst academic departments and international educational institutions attended by UMA undergraduate students abroad.
2. Reviewing international course catalogs, and identifying coursework corresponding to specific UMA degree requirements.
3. Coordinate review of selected classes with UMA department faculty.
4. Maintain IPO’s database of approved course equivalents and generate informational materials about pre-approved international classes for both IPO and departmental advisers.
5. Assessing efficacy of ongoing curriculum integration efforts as part of intra-office working groups.

**Minimum Required Qualifications**

1. FERPA plus Spire A and B required.
2. Proficiency with Microsoft Office and Google Office suites essential, particularly Excel and Google Sheets.
3. Familiarity with InDesign, TerraDotta, and Student Success Collaborative a plus.
4. Ability to organize work, exercise good judgment, complete tasks in a timely manner, collaborate, perform routine supportive tasks.
5. Good written and verbal English communication skills; proficiency in another language a plus.

**Compensation and Benefits**

Specific compensation and benefits accruing to graduate assistantships are informed by the collective bargaining agreement (“Contract”) with the Graduate Employees Organization (“GEO”) in force during the appointment period. All Graduate Assistants should review this agreement carefully for detailed explanations of compensation and benefits that may apply. Generally, however, Graduate Assistants receive:

1. A stipend based on the number of weekly hours allocated to the applicable assistantship;
2. Tuition and curriculum fee scholarship waiver (as provided in the GEO Contract);
3. Reduced fees for health coverage; and,
4. Vacation leave

Some assistantships may receive additional compensation reflecting specific requirements of the assistantship. **In the case of this assistantship**, the following additional compensation is provided:

N/A

**Collective Bargaining Agreement**
Graduate Assistants are employees of the University. Appointments to graduate assistantships must be approved in advance by the Graduate School. Employment matters are guided and informed by University policy and by provisions of a collective bargaining agreement (“Contract”) with the Graduate Employee Organization (“GEO”), a recognized employee union at the University. GEO is affiliated with the United Auto Workers.

The GEO Contract can be found at:

http://www.umass.edu/gradschool/sites/default/files/GEO%20contract%2014-17vfsigned.pdf

Academic department approval required to qualify for tuition waiver and benefits. **Priority deadline is May 1**, position will remain open until filled.

Please send resume and cover letter of application to Stacy Lutsch at slutsch@umass.edu or via mail at International Programs Office, 70 Butterfield Terrace, University of Massachusetts, Amherst, MA 01003.