University of Massachusetts Amherst

On Campus Graduate Assistantship Vacancy Notice

Type of Appointment: Project Assistantship

Application Deadline: 04/01/2016

Job Description (No Clerical duties permitted):
The primary role of the person in this position is to assist with recruitment and advising for undergraduate students for the UMass international internships program (75%). Additionally, the Assistant provides support with designing and delivering IPO’s pre-departure and post-program programming for students studying abroad (25%).

- Recruit students for study abroad by organizing and conducting information sessions, speaking in classes, and contacting interested students via email, telephone, and in-person
- Create/revise printed and online resources (e.g., study abroad program brochures, handbooks)
- Assist professional study abroad advisors with the completion and processing of all necessary documentation for study abroad applicants and participants on UMass Internship education abroad programs
- Advise students in planning for an academic study abroad program including the application process, academics, scholarships, financial aid, visas, health and safety
- Maintain regular office hours; attend regular IPO & Education Abroad staff meetings, and participate in at least one Education Abroad Working Groups (small groups tasked to work on specific issues, policies or events)
- Assist with the planning, design, and delivery of pre-departure & post-program/reentry orientations
- Other tasks or professional projects as assigned by the Director of Education Abroad

Experience Required:
International educational experience or familiarity with study abroad preferred; utilize computer skills and technology to accomplish work responsibilities; demonstrated experience and skills related to student development, program development. Occasional evening and weekend work required.

Additional Information: Preference given to minimum 2 year commitment

Dates of Appointment: 9/1/16 to 5/28/17
Hours/Wk: 20 Stipend $ 18,500.00
How to Apply: Submit Resume
Dept. Name: International Programs Office
Contact Person: Carol J. Lebold E-Mail contact: cjil@ipo.umass.edu
Bldg. Address: Hills South, 4th Floor Phone: 413-545-2710