University of Massachusetts Amherst
On Campus Graduate Assistantship Vacancy Notice

Type of Appointment: Project Assistantship

Application Deadline: 4/01/2016

Job Description (No Clerical duties permitted):
* Implement Predeparture Conference for study abroad students
* Develop and coordinate social and digital media resources to enhance predeparture and reentry programming for study abroad students
* Enhance and re-design the intercultural components of the pre- and post-orientations
* Develop and implement on-line modules for predeparture programming
* Plan and implement Re-entry orientation sessions for return study abroad students
* Support other IPO events and programming as necessary
* Update and develop resources to support undergraduate learning in pre-and post-departure programming with IPO professional staff
* Manage assessment of orientation models
* Explore opportunities to develop creative approaches to learning
* Works collaboratively with IPO staff and student leaders
* Plans and implements academic support initiatives for study abroad programming
* Provides leadership for Undergraduate Peer student leaders of predeparture conference

Experience Required:
International educational experiences and demonstrated understanding of intercultural communication; work with international programs or populations; utilizes computer skills and technology to accomplish position responsibilities; demonstrated experiences and skills related to program development, student development, working with groups. Occasional evening and weekend work required.

Additional Information: Preference is given to a minimum of 2 year commitment

Dates of Appointment: From 08/31/16 To 05/28/2017

Hours/Wk 20 Stipend $ 18,500.00

How to Apply: Submit Resume
Dept. Name : International Programs Office
Contact Person: Carol Lebold E-Mail contact: cjl@ipo.umass.edu
Bldg. Address: Hills South, 4th Floor Phone: 413-545-2710