University of Massachusetts Amherst

On Campus Graduate Assistantship Vacancy Notice

Type of Appointment: Project Assistantship

Application Deadline: May 1, 2017

Job Description (No Clerical duties permitted):

* Instructional Design, particularly in the areas of intercultural competence: Enhance and re-design the intercultural components of the pre- and post-orientations
* Develop and implement on-line modules for predeparture programming
* Implement Predeparture Conference for study abroad students
* Develop and coordinate social and digital media resources, in partnership with IPO staff, to enhance predeparture and reentry programming for study abroad students
* Online Education: assist IPO staff in developing online resources/education modules which support undergraduates preparing to and returning from studying/interning abroad.
* 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
* Works collaboratively with IPO staff and undergraduate student leaders
* Plans and implements academic support initiatives for study abroad programming, particularly developing special topics to be delivered by undergraduate student leaders
* 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; familiarity with instructional design and different online platforms and design principles; 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 08/31/17 To 05/28/18
Hours/Wk  20          Stipend $ 19,175.00

How to Apply:       Call ☐      In Person ☐    Submit Resume ☒

Dept. Name:  International Programs Office    Contact Person: Carol Lebold

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