University of Massachusetts Amherst
On Campus Graduate Assistantship Vacancy Notice

Completed form should be mailed to Gradappt@grad.umass.edu to be posted at http://www.umass.edu/gradschool/assistantship/job_post.htm

Type of Appointment: Project Assistantship

Application Deadline: 4/30/15

Job Description (No Clerical duties permitted):
The primary role of the person in this position will be to manage with the Curricular Integration project of the Education Abroad office. The Graduate Assistant will report to the Director of Education Abroad, and will work closely with other professional staff in the office.

- Research and gather information about major requirements and courses offered on the UMass campus, including collecting sample or recent syllabi, meeting with undergraduate or program advisors as directed, and compiling/updating existing databases of courses;
- Research study-abroad program and exchange partner courses as directed, surveying syllabi, and proposing equivalencies for campus courses;
- Create/revise printed and online resources (e.g., subject specific advising sheets, equivalency databases, etc.);
- Assist with communication and outreach to academic units, including attending & speaking at staff meetings;
- 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 other Education Abroad projects as directed by the Director of Education Abroad or professional advising staff

Experience Required:
1) Excellent written & oral communication skills
2) Self-starter with excellent organizational skills
3) High degree of familiarity with MS Excel, web & database applications (Access, SQL, etc.), Google Docs
4) Familiarity or experience with undergraduate advising highly desirable
5) Familiarity with foreign academic systems and institutions

Additional Information: Other preferred qualifications:
1) Undergraduate degree in one of the STEM disciplines or from a foreign institution
2) Travel or study-abroad, especially in UK, Australia, India, or South Africa

Apply with résumé and cover letter via e-mail by April 30th to the Director of Education Abroad, Dr. Kalpen Trivedi (ktrivedi@ipo.umass.edu). Applications after April 30th will only be considered if the position is unfilled.

Dates of Appointment: From 09/06/15 To 05/28/16

Hours/Wk 20 Stipend $17,297.00

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

Dept. Name: International Programs Office Contact Person: Kalpen Trivedi

E-Mail contact: ktrivedi@ipo.umass.edu

Bldg. Address: 467 Hills South Phone: 413-545-2710