

Custom International Programs Graduate Assistant Job Description

Position Overview:

The Custom International Programs Graduate Assistant is a graduate assistantship position offered through the Office of Global Engagement (OGE). This role supports the Assistant Director of Custom International Programs by coordinating and facilitating specialized programs for international students, scholars, and visitors. The position emphasizes program development, logistical support, and cross-departmental collaboration to ensure the success of customized international initiatives. It also involves administrative support, promoting engagement opportunities, and fostering connections between participants, university offices, and the surrounding community.

The GA is expected to work collaboratively within a team environment, adhere to university policies, and maintain professionalism, particularly regarding FERPA, confidentiality, and health and safety guidelines.

Position Responsibilities:

Custom Program Development and Implementation:

- Assist in the planning, organization, and execution of custom programs for international visitors, including short-term academic or cultural exchange initiatives.
- Collaborate with university departments, external partners, and community organizations to coordinate program logistics, including scheduling, transportation, and accommodation.
- Support program participants by throughout the pre-arrival process, including applications and pre-departure orientations, if necessary, to ensure a smooth and enriching experience.
- Develop promotional materials, including flyers, emails, and social media posts, to attract participation and communicate program details.
- Contribute to the design and facilitation of workshops, seminars, or cultural activities tailored to the goals of specific custom programs.

Administrative and Logistical Support:

- Provide general administrative support, including data entry, budget tracking, and documentation of program activities.
- Assist with the recruitment, training, and supervision of student workers or volunteers involved in custom program implementation.
- Manage transportation logistics for program participants, including scheduling drivers, managing records, and communicating needs effectively.
- Maintain program records, including participant evaluations and feedback, for continuous improvement.

Cultural Engagement and Outreach:

- Plan and promote cultural immersion activities to enhance participants' understanding of the local community and American culture.
- Support the organization of International Education Week events and other cross-cultural initiatives.
- Act as a representative of the university at program-related events and activities, fostering positive engagement with international participants.

Office Support and Collaboration:

- Provide front desk support as needed, answering inquiries, directing visitors, and assisting with general office operations.
- Participate in OGE meetings and contribute to team efforts, including the development of newsletters, surveys, and promotional campaigns.
- Collaborate with the Assistant Director to identify new opportunities for custom program development and implementation.

Position Qualifications:**Required Skills and Experience:**

- Outstanding interpersonal skills, with a demonstrated ability to listen and communicate effectively.
- Strong organizational skills with the ability to manage multiple tasks and prioritize effectively.
- Experience working with individuals from diverse cultural and linguistic backgrounds.
- Familiarity with Windows-based computers, word processing, and data entry.
- High level of cultural sensitivity and awareness.
- Minimum cumulative GPA of 3.0.

Preferred Skills and Experience:

- Experience in program planning or event coordination.
- Familiarity with UNC policies and procedures.
- Knowledge of a second language and/or prior experience living or studying abroad.
- Experience using tools such as Qualtrics, content management systems, or social media platforms for marketing and outreach.

Position Eligibility:

- Must be a current UNC graduate student enrolled in a relevant program.
- Able to work an average of 20 hours per week, including some non-standard hours as required.
- Available to begin the position at the start of the academic after January 21.

Required Materials:

Curriculum Vitae (CV) pdf

Cover Letter pdf

Submit via: global@unco.edu