Study Abroad Center

Position Title: Graduate Assistant for Study Abroad Programs

Reports to: charity.eckhardt@uni.edu

General Terms of Employment:

- For the Fall semester, 20 hours per week, beginning August 22, 2022 and ending December 16, 2022. These dates might vary upon approval of the academic calendar.
- For the spring semester, 20 hours per week, beginning January 17, 2023 and ending May 12, 2023. These dates might vary upon approval of the academic calendar.

Compensation:

- Graduate Assistantship stipend is $5,476.00 for full-time per semester and may be prorated depending on start date
- Graduate Assistants may qualify for in-state tuition and fees
- Graduate Assistants may receive University holidays and do not work during the interims between semesters
- For more information on the Graduate Assistantship System and procedures review https://grad.uni.edu/faq-graduate-assistantship

Primary Responsibilities:

- Assist and support the Study Abroad Center by advising interested students on Study Abroad programs
- Issue and publish social media updates.
- Take walk-in appointments
- Recruit students for programs by arranging fairs, informational events, classroom presentations, visiting student organizations, etc.
- Arrange, update and conduct airfare purchase presentations
- Review student’s program application and follow up regarding components to be completed
- Review booking confirmations for accuracy
- Print and compile information for course leader’s binder to take abroad
- Provide general support for the Director and Advisors

**General Qualifications:**

- Must be a full-time, degree-seeking student in a UNI's residential graduate program
- Maintain a cumulative GPA of at least 3.00. First semester graduate students must have an undergraduate GPA of at least 3.00
- Have an official transcript on file in the Office of Admissions
- Be regularly admitted without provisions to degree status in a graduate degree program
- Must meet UNI's HRS employment eligibility

**Preferred Qualifications:**

- Strong written and oral communication skills, including public speaking skills
- Experience with travel outside of the U.S.A.
- Basic knowledge of standard computing software and applications
- Flexibility and availability to conduct information sessions in the afternoons/early evenings
- Preference will be given to first year students in a UNI graduate program who are interested in returning for a second year

**Application Process and Deadline:**

To apply, submit the [Assistantship application form](#). Attach: resume, a cover letter, and 2 references. Direct your application to Ann Frenna (ann.frenna@uni.edu).

Applications received by **May 13, 2022** will be given full consideration.

UNI actively seeks to enhance diversity and is an Equal Opportunity/Affirmative Action employer. The University encourages applications from persons of color, women,
individuals living with disabilities, and protected veterans. All qualified applicants will receive consideration for employment without regard to age, color, creed, disability, gender identity, national origin, race, religion, sex, sexual orientation, protected veteran status, or any other basis protected by federal and/or state law.