

UNI STUDY ABROAD CENTER

Program Assistant Position Description

Department/Organization: Study Abroad Center

Job Description (responsibilities, duties): Student Program Assistants assist with the planning of instructor-led, short-term programs abroad offered through the UNI Study Abroad Center. Program Assistants assist the study abroad staff in the promotion of UNI faculty-led, short-term programs and communicate regularly with program participants throughout the study abroad preparation process. The Program Assistant program provides the opportunity to enhance individual skills in interpersonal communication, advertising, public relations, public speaking, and writing. Below are the duties of a Program Assistant:

- Participate in the SAC outreach activities and events—including classroom presentations, evening panels, workshops, information meetings, and tabling events
- Under the direct supervision of the Short-term Programs Advisor, assist with all aspects of program recruitment: social media projects, website content, publications, and many other communication efforts
- Discuss study abroad programs with student clients
- Independently research program logistics and compile this information for program participants
- Follow-up with program participants regarding completion of application materials and track progress
- Provide program participants with information on scholarship opportunities, travel consultations, airfare purchase, packing lists, etc.
- Answer student questions regarding international travel and program preparation
- Communicate with program Course Leaders regarding scheduling of information sessions, assistance with program tasks, etc.
- Contact program participants regarding program meetings, deadlines, etc.
- Provide administrative/clerical support to SAC Staff
- Complete special projects as assigned

Benefits:

- Obtain training in the study abroad advising and develop skills in a professional work environment
- Enhance leadership, teamwork, and communication skills
- Have a chance to use the knowledge of international matters and cross-culture communication acquired from your own study abroad experience

Requirements:

- Be a former UNI Study Abroad participant currently enrolled in a degree program at University of Northern Iowa, and be in good academic and judicial standing
- Must enthusiastically and accurately promote the concept of study abroad to UNI students, faculty, and staff
- Patience for helping students clarify their own needs, best interest, capacities and resources

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- Demonstrated organizational skills and ability to follow directions
- Demonstrated skill and experience with computer technology, including the Microsoft Office Suite
- Experience with social media (e.g. Facebook, Twitter, Instagram, etc.), and photo editing programs preferred
- Attend a **mandatory** training session **Mid-August (Dates: TBD)** as well as weekly staff meetings
- Ability to work 10-12 hours per week including occasional overtime, evenings, and weekends

Preference in hiring will be given to students who are able to commit to the position for one full academic year and commit to working blocks of time greater than 3 hours.

Number of Openings: 2

Pay Rate: \$9/hr