Illinois Abroad and Global Exchange Program Assistant Position

JOB DESCRIPTION

Objective:

- Support Illinois Abroad and Global Exchange’s (IAGE) mission of offering students quality programs and comprehensive support throughout the education abroad experience.

Requirements:

- Registered student at the University of Illinois and in good academic standing.
- Completion of an Illinois-sponsored study abroad program for credit.
- Excellent oral and written communication skills.
- Ability to multi-task, stay organized, meet deadlines and exercise effective project management skills.
- Ability to complete basic tasks in computer software systems, primarily My Study Abroad (TDS) and Microsoft Excel.
- Professional demeanor, excellent customer service, and ability to work well independently and in teams.

Responsibilities:

- Staff the Advising and Resource Center to help students identify their interests and goals, explore their program options, understand the program application process, and address general questions or concerns about any and all phases of the study abroad process.
- Answer incoming phone calls, manage the IAGE email account, respond to emails, and collect and process paperwork.
- Support recruitment and outreach activities/events and assist with Next Steps meetings and Pre-Departure orientations.
- Provide administrative support to Education Abroad Coordinators and other staff in IAGE.
- Assist with daily office tasks, including copying, filing, mailing, data entry and running campus errands, as needed.
- Monitor the IAGE website, including program brochure pages.
- Participate in Program Assistant meetings and other staff meetings.
- Take initiative to identify and complete projects that add value to IAGE’s operations.

MANDATORY Time Requirements:

- Availability over the summer to interview for the position. An in-person interview is preferred, but Skype can be arranged if necessary.
- Availability to work 7-9 hours per week in the IAGE office and occasionally work events outside of regular office hours, as needed.
- Attendance at all-day Program Assistant training on Wednesday, August 22, Thursday, August 23, and Friday, August 24 and Quad Day on Sunday, August 26 and/or Illinois Abroad Day on Wednesday, September 5.

Additional Information:

- Starting salary for this position is $9.50 per hour; preference may be given to students who are eligible to receive federal work-study.