Illinois Abroad and Global Exchange Program Assistant for Student Initiatives 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.
- Strong communication, writing, and public speaking 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 in teams.
- Demonstrated interest in student initiatives.

Responsibilities:
- Support the Coordinator for Exchange and Student Initiatives on special projects focused on increasing participation and support of underrepresented students in study abroad
- Support and manage efforts to engage study abroad returnees on campus.
- Take initiative to identify and complete projects that enhance IAGE’s operations, particularly in relation to student initiatives.
- Provide direct administrative support to the Coordinator for Exchange and Student Initiatives.
- Work with the Global Engagement team to support recruitment and outreach activities (i.e. First Steps Workshops, class visits, presentations, info booths).
- Participate in Program Assistant meetings and other staff meetings.
- Answer incoming phone calls, collect paperwork, manage the general office inquiry email account, and schedule appointments as needed.

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 as well as additional hours to work events outside of regular office hours.
- Attendance at all-day Program Assistant training on Wednesday, August 22, Thursday, August 23, and Friday, August 24 and either Quad Day on Sunday, August 26 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.