Global Education Center

**Title:** Study Abroad and International Programs Assistant

**Location:** Student Center Annex Room 207

**Job Type:** On-campus Federal Work Study or Student Assistant

**Days Needed:** Monday - Friday

**Job Description:**

The Global Education Center seeks two student assistants that will split coverage during office hours Monday through Friday 8:30am – 4:30pm.

Start date ASAP; must be able to commit for at least Fall 2017 and Spring 2018.

Training to begin towards the end of Spring 2017 with at least one position available to work part-time over Summer 2017.

**Primary Responsibilities:**

The major duties are to provide general office support to the members of the Study Abroad and International Programs staff which generally includes the following.

- Assist with maintenance of incoming and outgoing student records throughout application process including updating of Study Abroad database
- Prepare credit adjustments for returned study abroad students
- Prepare deposits of administrative fees and update appropriate spreadsheets
- Create, edit and update program descriptions and other content using Study Abroad website tools
- Provide administrative assistance (drafting letters, copying, occasional calls and emails)
- Coordinate office mailings: internal, external and FedEx
- Create and edit flyers for events and assist during occasional study abroad events
- Provide general study abroad information to interested students
- Other duties as assigned

**Qualifications:**

The Global Education Center seeks students who have

- facility navigating technology especially databases
- demonstrated initiative
- professional demeanor
- able to use Microsoft Office products with ease
- high attention to detail
- some international interest or experience preferred
- able to commit to at least three semesters (including the summer semester)

We seek a student who is available for 15-20 hours per week with the possibility of more hours during the summer.

**Application Instructions:**

Submit application materials (**Cover Letter and resume**) via email to Nyieta Charlot, Study Abroad Coordinator at charlotn@mail.montclair.edu. Please indicate your anticipated available days and times and
whether you receive Federal Work Study or not as part of the application process. The exact schedule will be
determined at a later date. Our office will contact students for an interview.