Global Education Center

Title: Study Abroad Advising Assistant

Location: Student Center Annex Room 207

Job Type: Either Student Assistant or Federal Work Study

Days Needed: Mon- Fri (exact schedule TBD) 12-20 hours a week.

Job Description:

The Study Abroad Advising Assistant assists the Study Abroad Coordinator with general advising, marketing/outreach, event programming, database maintenance, and other office duties. This position would allow a student to gain paraprofessional experience in the Study Abroad office of the Global Education Center.

Primary Responsibilities:

- Assist the Study Abroad Coordinator by:
  - Providing front-line advising to prospective students in-person, via email and phone, and in group settings
  - Scheduling student appointments for Coordinator as requested
  - Handling logistics of Study Abroad fair held during Fall and Spring
  - Handling logistics of pre-departure meetings held during Fall and Spring
  - Assisting in developing marketing materials to promote programs and events
    - Designing and submitting weekly ad to The Montclarion
    - Creating and Posting on all social media platforms/Montclair State websites
  - Assisting in promoting programs and delivering and creating special sessions and events
  - Database maintenance
  - Updating/maintaining website
  - Updating/maintaining social media sites
  - Deliver weekly Study Abroad information sessions during fall and spring semesters
  - General Administrative office support
  - Other duties as assigned

Qualifications:

- Must be enrolled (or admitted) as an undergraduate or graduate student at Montclair State University in good academic standing
- Ability to work independently with a strong sense of initiative
- Excellent organizational and efficiency skills
- Strong interpersonal skills, including oral and written communication skills, outgoing personality, ability to interact with students in an accurate and professional manner, and an enthusiasm for study abroad
- Strong work ethic and attention to detail with all assigned tasks
- Must be willing to work a variety of tasks including: filing, copying, typing and drafting of correspondence
- Excellent computer skills (Microsoft Word, Excel, Publisher, Social networking, database management experience)
- Ease with Social Media and developing marketing materials
- Prefer student with a general interest in international education/study abroad
- Prefer student who has studied abroad, but not required
Required:

- Commitment for at least two semesters (through May 2017)

Pay rate: Based on MSU compensation policy at skill level 4.

Time/Hours: 15 hours per week during regular office hours M-F 8:30am – 4:30pm Fall and Spring. Part-time hours required over the summer 2016 semester. Set weekly schedule, flexibility as to which days/hours are worked

Application Instructions:

Send cover letter and resume detailing your interest in the position with available hours for the Summer 2016 and Fall 2016 semester to Ms. Nyieta Charlot, Study Abroad Coordinator, charlotn@mail.montclair.edu. It is expected that the position would begin at the end of the Spring 2016 semester to provide for cross-training and continue over the summer and through the 2016-2017 academic year.