Global Education Center

Title: Study Abroad and Special Programs Assistant

Location: Student Center Annex

Job Type: Student Assistant

Days Needed: Open Hours per week: 10 - 15

Number of Positions Available: 2

Start Date: 4/18/2016

Job Description:

Assist with faculty led study abroad program administration and summer incoming international program administration.

Primary Responsibilities:

- Providing front-line advising to prospective students in-person, via email and phone
- Promoting and marketing programs, maintaining databases, handling event logistics.
- Handling logistics of Study Abroad fairs and Information Sessions
- Handling logistics and preparing materials for pre-departure orientation meetings
- Assisting in promoting programs, developing marketing materials to promote programs and events
- Maintaining database, Updating social media
- Assisting with summer program logistics, including field trips
- Assisting with visiting scholars and public lecture event logistics
- General Administrative office support
- Other duties as assigned

Qualifications:

- Excellent organizational and communication skills, strong computer skills, prefer study abroad or international experience.
- Must be enrolled (or admitted) as an undergraduate at Montclair State University in good academic standing
- Ability to work independently with a strong sense of initiative
- 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)
• Prefer student with a general interest in international education/study abroad
• Prefer student who has studied abroad, but not required
• Prefer student who is also available to work in June and July

**Required:**

• Commitment for at least two semesters

**Hours:**

• 10-15 hours per week during regular office hours M-F 8:30am – 4:30pm.
• 15-25 hours per week during summer.
• Occasional evening and weekend hours may be required, especially in summer.
• Set weekly semester schedule, flexibility as to which days/hours are worked. Summer schedule to be discussed.

**Application Instructions:**

Send cover letter and resume detailing your interest in the position with available hours for the Spring 2016 semester to Ms. Wendy Gilbert-Simon, simonw@mail.montclair.edu.

Position to begin as soon as possible to allow for training, and continue through fall 2016 and preferably through summer 2016