Position Overview

- Unpaid
- Approximately 10 - 12 hours per week
- Fall or Spring: Start date is first week of class and end date is last week of class
- Summer: Start date and end date is flexible
- Between the hours of 8a - 5p, M-F, with occasional after hours and weekend work

Required Skills

- Strong computer skills
- Strong written communication skills, both written and verbal
- Strong problem solving skills
- Strong organization skills & attention to detail
- Ability to multitask and prioritize
- Ability to work independently with minimal supervision
- Project management skills
- Public Speaking
- Passion for International Education

Preferred Skills

- Graphic design abilities (e.g. working in Canva, Photoshop, etc.)
- Social media management experience
- Familiarity with online communication platforms (MailChimp)
- Experience editing website content (Drupal)
- Strong Microsoft Office (Word, Excel, PPT) skills or the Google equivalents (docs, sheets, slides)
Responsibilities

Marketing & Communication
- Design aesthetic graphics in Canva or photoshop to promote OEA programming which will be used on OEA website, social media and newsletters
- Assist with producing Study Abroad Interest, Study Abroad Alumni and Peer Advisor Newsletter (each sent every few weeks) using pre-made templated to include importing graphics and developing content
- Manage all OEA social media accounts. Develop social media plan to post during peak hours using aesthetic photos submitted by study abroad alumni or graphics that are designed to promote OEA programming

Alumni Relations
- Assist OEA staff with facilitating, developing content for and presenting at Study Abroad Alumni programming events throughout the semester
- Act as Peer Advisor (PA) Lead, which includes the following responsibilities:
  - Act as main contact for all Peer Advisors
  - Create & send Peer Advisor newsletters
  - Check progress of each PA with their monthly requirements & send follow ups as necessary
  - Schedule & facilitate monthly PA meetings
  - Plan social & team building events
- Manage Volunteer Calendar, including ensuring events are added to calendar when volunteers are needed, monitoring calendar to ensure needs are met, recruiting for volunteers, sending reminder emails to volunteers regarding their shift details, processing Event Verification Forms
- Manage OEA Scholarship Recipient requirements, to include conducting interview testimonials and processing event verification forms after volunteer hours are completed

On-Campus Promotion
- Deliver classroom presentations using pre-made template to describe Steps to Studying Abroad & debunking common study abroad myths (typically 30-40 minutes in length)
- Staff tables on campus and/or during other department resource fairs to give basic information to interested students on steps to studying abroad

Miscellaneous Duties
- OEA website content management
- May assist with administrative duties such as answering phone calls and front desk inquiries
- May assist with presenting at the Pre-Departure Orientation or other OEA programming
- Other duties as assigned