Position Overview

- Unpaid
- Approximately 10 - 12 hours per week (flexible)
- 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, with occasional after hours work

Required Skills

- Strong computer technical skills
- Strong written communication skills
- Ability to multitask
- Ability to work independently with minimal supervision
- Project management skills
- Public Speaking

Preferred Skills

- Strong Microsoft Office (Word, Excel, PPT) skills or the Google equivalents (docs, sheets, slides)
- Basic graphic design abilities (e.g. working in Canva, etc.)
- Familiarity with online platforms (MailChimp, Canva)
- Experience editing website content (Drupal)

Responsibilities

This position will assist with a variety of administrative tasks and programming projects to support UNC Charlotte's study abroad programming and outreach as well as the day to day operation within the Office of Education Abroad. Tasks and projects are cyclical and may vary for each term, but examples of tasks include:

Programming

- Fall: Study Abroad Fair
- Spring: Study Abroad Photo Contest & Exhibit
● Both semesters - assist with planning programming through the semester targeting various populations (i.e., events for International Education Week, events for Study Abroad Week)

Administrative
● Creating reports and analyzing data as needed/requested
● Creating materials for website and student applications
● Review, editing and development of written resources
● Corresponding with prospective or active students
● Assisting with assessment of study abroad programs

On-Campus Presenting
● Deliver classroom presentations using pre-made agenda by OEA staff to describe Steps to Studying Abroad & debunking common study abroad myths (typically 4 - 45 minutes)
● Staff tables on campus and/or during other department resource fairs to give basic information to interested students on steps to studying abroad
● Assist with pre-departure orientations

Miscellaneous Duties
● 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