

**Graduate Assistantship  
Office of International Education  
Study Abroad Division**

**Position Description:** The Graduate Assistant works with the staff of the Office of International Education's study abroad division and reports to the Director of Study Abroad. UGA is in the top 10 nationwide for the number of students who study abroad. Each year, approximately 2,000 UGA students study abroad, and UGA boasts 100 study abroad programs and 50 reciprocal exchange partners. Over 25% of UGA students study abroad at some point in their college career. This assistantship offers a graduate student an opportunity to gain valuable experience in the field of international education.

**Required Qualifications:**

- Prior study, work or volunteer abroad experience
- Currently enrolled in a Masters or PhD program at UGA
- Strong oral communication skills (ability to prepare and present information to students)
- Excellent interpersonal skills
- Experience with event planning
- Proficiency in PC based software (Microsoft Word, Powerpoint, Microsoft Excel, Microsoft Access, Dreamweaver)
- Attention to detail
- Appreciation for cultural diversity

**Preferred Qualifications:**

- Proficiency in Microsoft Access and Excel
- Experience in creating and maintaining web pages
- Career goals related to international education

**Responsibilities Include:**

- Preparing the weekly listserv message for students interested in study abroad
- Coordinating the OIE photo contest
- Assisting study abroad advisors in planning and implementing several major events each year: the annual Study Abroad Fair (October), the International Education Week photo contest (November), the faculty recognition reception (March or April), and some years, a campus-wide study abroad conference (January)
- Attending study abroad staff meetings
- Assisting with outreach programs on campus, including working with the peer advisors (returned UGA study abroad participants) and the Study Abroad Advisor who coordinates the peer advisors
- Maintaining the study abroad library
- Maintaining sections of the OIE website, including program listings (searchable database)
- Other projects as assigned by the Director