

GRADUATE ASSISTANT

POSITION: Study Abroad and Experiential Learning Coordination

SUPERVISING DEPARTMENT: Service Learning & Career Development

MINIMUM QUALIFICATIONS:

- Bachelor's degree from an accredited institution
- Fully admitted graduate student in a program at Western Oregon University **
- Outstanding written and oral communication skills
- Strong interpersonal skills and ability to collaborate with diverse stakeholders
- Interest in helping college students access transformational experiences
- Conscientious and reliable, with an aptitude for creative problem-solving
- Adept at learning and applying new software. Proficiency with Excel, Word

PREFERRED QUALIFICATIONS:

- Experience with facilitating presentations and groups
- Effective advising and helping skills
- Ability to produce detailed work with a high degree of accuracy
- Proficient with basic desktop publishing
- Experience with traveling abroad, study abroad, or other intercultural experiences
- Ability to work regularly in the office and attend meetings in person.

*** Acceptance into a WOU full-time, approved graduate student program is a condition of employment. The following documents are required before hire: An unofficial copy of currently enrolled WOU courses and a Copy of the completed GTA Approval Request form.*

Re-appointment will be determined upon continuous enrollment in the graduate program, performance evaluation, and academic standing.

DUTIES AND RESPONSIBILITIES:

Activities and responsibilities will include:

Primary activities and responsibilities will focus on WOU's Study Abroad program, with the opportunity to contribute to an overall Experiential Learning program that provides students with high-impact experiences.

- Meet with students to advise and share information about Study Abroad and other experiential learning opportunities
- Make outreach presentations and social media posts about Study Abroad and other experiential learning opportunities
- Collaborate with the director on pre-departure, reflections, re-entry sessions, and capstone projects
- As needed work with placement sites to problem-solve issues that come up
- Help manage and update the database of study-abroad opportunities
- Maintain records of student activities
- Contribute to staff meetings and attend professional development events
- Collaborate with other campus departments
- Related duties as assigned

HOURS:

Typically the Graduate Assistant is expected to work the following hours:

- Monday through Friday, to be arranged according to the Graduate Assistant's class and study schedule, with a total requirement of 19.6 hours per week (.49 FTE). Shifts may be adjusted in response to periodic needs. The office is located in the Service Learning & Career Development office in the Werner University Center, and hours will be determined.