EDUCATION ABROAD INTERNATIONAL FACULTY LED PROGRAMS (IFLP)
GRADUATE ADMINISTRATIVE ASSISTANT

Role Articulation: The role of the GA is, primarily, to assist the IFLP team in the administration of short-term faculty-led program management with a heavy focus on application processing, billing, registration and the behind the scenes administration of programs utilizing the Terra Dotta online database system. The GA also assists the overall Education Abroad team with events, especially the Fall and Winter Education Abroad Fairs, International Education Week; and marketing, and other duties as needed.

FTE: .40-.49

Start Date: September 15, 2016

General Education Abroad Duties

Report to Director
[Timing: 20-40%, depending on month and activities.]

Marketing & Communications
- Create flyers and marketing materials for events
  - In Fall 2015, this included: Faculty Led Program Flyers, Study Abroad fair, Flyers for International Education Week (IEW) events (Photo Contest, Faculty-Led Program Workshop), IEW calendar
- Promote EA events on: Drupal Syndication, Facebook, EA website, Currently, Virtual Viking, and other campus media/communication outlets (in conjunction with Education Abroad Coordinator)
- Post relevant content to EA Facebook page (in conjunction with Peer Advisors)
- IFLP follow up/outreach emails to students (myEmma)

Events
- Assist EA office (along with Education Abroad Coordinator) with planning and executing Fall and Winter Education Abroad Fair
  - In Fall 2015, this included:
    - Processing incoming Ed Abroad provider fair registration fees
    - Contacting partner organizations to get updated brochures to distribute at fair; compiled IFLP materials
    - Coordinating volunteer schedule
- Assisted EA office in preparing for and holding Portland State of Mind Open House
- Manage EA Photo Contest
- Assist with IFLP seminars
- Lead Ed Abroad 101 sessions, and assist with info sessions as needed
Misc. Office Support/Special projects

- Help manage create Scholarship application review process, follow-up with students on missing documents
- Prepare reports on EA student numbers
- Assist with website transition

International Faculty-Led Program (IFLP) Duties
Report to Faculty-Led Program Coordinator, Director, Education Abroad
[Timing: 60-80%, depending on month and activities. See above. Normal would be 70%.

IFLP Program Administration

- **Proposals [10%]**
  - Create files for and track completion of program proposals
  - Keep program information up to date in Progress Charts
- **Marketing & Communications [5%]**
  - Promote IFLP events and programs on: Facebook, EA website, Currently, Virtual Viking, and other campus media/communication outlets
  - Help create flyers and program marketing materials, including creating/editing IFLP program pages on EA website
- **Applications [10%]**
  - Create and manage applications and brochure pages in Terra Dotta, including assisting faculty with access to student applications
  - Monitor incoming student applications in Terra Dotta; track and maintain information in individual program tracking lists;
  - Contact students to follow-up on missing documentation (update automated emails)
- **Billing & Financial Aid [10%]**
  - Assist advisor in preparing program billing sheets
  - Assist advisor in preparing Financial Aid documents, to be sent to Financial Aid
- **Course creation & Student Registration [10%]**
  - Coordinate with Program Assistant to create Course Section Maintenance (CSM) spreadsheet for each course associated with a program
  - Assist advisor in preparing course enrollment for IFLP programs, send to Registrar
- **Insurance [5%]**
  - Register students, faculty and/or staff with international travel insurance
  - Coordinate with faculty and staff to obtain information for insurance roster, track & maintain information in spreadsheet
- **Program Evaluations/Surveys [5%]**
  - Review and create reports from end of program evaluations.
- **Information Management [5%]**
  - Track and maintain Progress Charts with IFLP program information
IFLP Events [5%]

- Assist with IFLP Workshops (help prepare documents and folders, participate in session)

IFLP Misc. [5%]

- Assist with preparing reports on IFLP numbers and data

Skills

Strong organizational skills, strong communication (including written, verbal, and public speaking) skills, cross-cultural communication skills, previous international experience preferred, experience with event planning, marketing, data processing, web management (Drupal, WYSIWYG), familiarity with social media, familiarity with student development theory as it relates to program advising and design, ability to work with diverse audiences, familiarity with higher education administration, nonprofit management, community based learning, post-secondary, adult and continuing education, student affairs, and world languages.