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. The GA also assists the overall Education Abroad team with events and marketing, and other duties as needed.

FTE: .40-.49

Start Date: July 1, 2014 (or Fall Term - depending on eligibility)

General Education Abroad Duties
[Timing: 30-50%, depending on month and activities.]

Marketing & Communications
- Create flyers and marketing materials for events
  - In Fall 2013, this included: Raffle announcement at Study Abroad fair, Flyers for International Education Week (IEW) events (Photo Contest, Girl Rising Film Screening, Faculty-Led Program Workshop), IEW calendar
- Promote EA events on: Facebook, EA website, Currently, Virtual Viking, and other campus media/communication outlets
- Post relevant content to EA Facebook page
- EA newsletter (MyEmma)

Events
- Assist EA office with planning and executing Fall and Winter Education Abroad Fair
  - In Fall 2013, this included:
    - Processing incoming Ed Abroad fair registration fees
    - Contacting scholarship organizations to get updated brochures to distribute at fair; compiled brochures
    - Contacting past students that participated on exchange programs to volunteer at exchange table; coordinating volunteer schedule
- Assisted EA office in preparing for and holding Portland State of Mind Open House
- Manage EA Photo Contest

Misc. Office Support/Special projects
- Helped compile Scholarship applications, follow-up with students on missing documents, and prepare files for advisors to review
- Prepare reports on EA student numbers
- Assist with website transition

If you’re interested in applying, please submit a resume and cover letter to jhamlow@pdx.edu by Monday, May 26th at 10 pm. Must be available to interview June 4-7.
International Faculty-Led Program (IFLP) Duties

[Timing: 50-70%, depending on month and activities. See above. Normal would be 70%.

IFLP Program Administration

- **Proposals [10%]**
  - Create electronic and hard copy files
  - 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 in GopherU, including faculty access to student applications
  - Monitor incoming student applications in Gopher U; track and maintain information in individual program student tracking lists; download and save student application documentation in electronic and hard copy files.
  - Contact students to follow-up on missing documentation
- **Billing & Financial Aid [10%]**
  - Send student lists for application fee billing
  - Prepare program billing sheets, to be billed
  - Prepare Financial Aid Budget and Memo, to be sent to Financial Aid
- **Course creation & Student Registration [10%]**
  - Create Course Section Maintenance (CSM) forms for each course associated with a program, send to Andrea Price to get Course Registration Number (CRN)
  - Complete special registration forms for each IFLP student, send to Registrar
- **Insurance [5%]**
  - Register students, faculty and/or staff with Gallagher Koster international travel insurance
  - Coordinate with faculty and staff to obtain information for insurance roster, track & maintain information in spreadsheet
- **Program Evaluations/Surveys [5%]**
  - Create end of program evaluations in Qualtrics survey software; send evaluations out to students and track follow-up
- **Information Management [5%]**
  - Track and maintain Progress Charts with IFLP program information

IFLP Events [5%]

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

IFLP Misc. [5%]

- Assist with preparing reports on IFLP numbers and data

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