Study Abroad Graduate Assistant

Office

The IUPUI Study Abroad Office supports over 80 programs and more than 500 students each year. The office serves as the information hub on program options, study abroad scholarships, best practices and program administration for students, faculty and staff. We engage in a variety of activities to encourage more students to study abroad. We also work to improve the infrastructure which supports study abroad programming for students as well as program leaders. For more information about the office please see: http://abroad.iupui.edu

Position

The Study Abroad Graduate Assistant works to increase the visibility of study abroad on campus and assists in the running of IUPUI study abroad programs by:

- Arranging student outreach activities such as presentations, information tables, study abroad fairs and the office social media presence
- Special projects related to reaching new audiences for study abroad and policy development
- Advising students on opportunities to study abroad

As such, the Study Abroad GA plays a key role in generating student interest and facilitating participation in study abroad in support of IUPUI’s internationalization goals.

Requirements

Candidates should have international experience, preferably study abroad experience as an undergraduate. Candidates should have excellent written and verbal communication and organizational skills. Experience utilizing social media in an office setting is preferred.

Hours

10 month appointment - 20 hours per week from August – May

Compensation

Up to $6000 towards IUPUI tuition and fees

$1500/month stipend for 10 months

IUPUI Health Insurance plan

Application Process

To apply for this position please send your interest letter, CV and the names and contact information for three references to Stephanie Leslie at sleslie@iupui.edu.