



GLOBAL EDUCATION OFFICE

Graduate Assistant Position Web Design and Data Analysis Global Education Office

The Graduate Assistant supports the Global Education Office (GEO) by contributing significantly to our understanding of our current study abroad population. The Graduate Assistant plays a vital role in achieving the mission of the office in expanding awareness of study abroad opportunities by redesigning the office's online presence. The position is an excellent opportunity for students interested in a career in international education, communications, marketing, or data analytics.

Job Duties and Responsibilities

- Conduct data analysis investigating the make-up of the current study abroad population to develop an understanding of:
 - Program participation by type and destination,
 - Underrepresented student participation, and
 - Changes to the study abroad population over time.
- Conduct market surveys and research to best inform a redesign of GEO's website.
- Redesign the structure of GEO's website.
- Update web content and information provided to students through Terra Dotta* software.
- Assist with GEO events including global education recruiting fairs and other events.

*Terra Dotta is the study abroad enrollment management platform used at VT. GA training will be provided by GEO staff.

Skills and Experience Required

- Experience in analyzing and interpreting data.
- Interest in international education.
- Excellent organization and communication skills, attention to detail, and enthusiasm.
- Ability to consistently follow-up with others and work within diverse professional groups.
- Motivation and ability to anticipate needs and move forward with multiple projects with little direct supervision.

Preferred

- Experience in web design.
- Experience working across cultures and within various levels of an organization.
- Personal experience as a study abroad student.
- Foreign language proficiency.



OUTREACH & INTERNATIONAL AFFAIRS
VIRGINIA TECH.

GLOBAL EDUCATION OFFICE

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For further information about Global Education at Virginia Tech, please refer to the website: (<http://www.globaleducation.vt.edu/>).

This is a 20 hour/week, 4.5-month Graduate Assistantship for the spring 2023 semester. The position is offered pending budgetary approval and funding.

Job Location: Global Education Office, 526 Prices Fork Road (0378), Blacksburg, VA – no university parking permit required. Some remote work is possible.

To Apply: For any questions and to apply, please contact Marielle Wijnands at marielle@vt.edu with:

1. letter of interest
2. resume
3. contact information for three references.

Please attach as a single Word or PDF file with the filename: Lastname, Firstname, GA position. The application **deadline is 12:00pm on Friday, November 4, 2022**, or until the position is filled. Only finalists selected for an interview will be contacted.

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