



OUTREACH & INTERNATIONAL AFFAIRS
VIRGINIA TECH.

GLOBAL EDUCATION OFFICE

526 Prices Fork Road, Room 131
Mail Code (0378)
Blacksburg, Virginia 24061
P: (540) 231-5888
vtabroad@vt.edu
<https://www.globaleducation.vt.edu>

Graduate Assistant Position – Curriculum Mapping Global Education Office

The Graduate Assistant supports the Global Education Office of Virginia Tech by contributing significantly to our curriculum mapping initiative. This includes conducting research on current bilateral exchange partnerships and third party providers to developing a database of course syllabi for incoming/outgoing exchange students. The Graduate Assistant plays a vital role in achieving the mission of the office in expanding study abroad capacity and opportunities. The position is an excellent opportunity for students interested in a career in international education.

Job Duties and Responsibilities

- Conduct research and analysis of current exchange partnership and third party provider historical course equivalencies to determine areas of focus for curriculum mapping
- Maintain a database of course syllabi for incoming and outgoing exchange students with consistent formatting and a documented process for ongoing maintenance
- Maintain library of templates for use by GEO and faculty to assist in curriculum mapping for new and existing partnerships
- Maintain detailed documentation on the curriculum mapping process
- Collaborate on the creation of a communication and training plan for faculty and academic advisors
- Assist with global education recruiting fairs, orientations and other events

Skills and Experience Required

- Interest in international education
- Excellent organization and communication skills, attention to detail, and enthusiasm
- Comfortable forging relationships in person and electronically. The ability to consistently follow-up with others and work with diverse professional groups is essential

Preferred

- Experience working across cultures and within various levels of an organization.
- Experience in the creation of databases and/or experience in organizing data and supporting documentation in a clear and intuitive manner

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

This is a 20 hour per week, 9-month Graduate Assistantship for the 2019–2020 academic year. 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.

To Apply: Please respond via email to jaredk1@vt.edu with **letter of interest, resume and contact information for three references**. Please attach as a single Word or PDF file with the filename: LastNameFirstName_GAapplication.doc. The application deadline is March 15, 2019. Only finalists will be contacted.

Virginia Tech does not discriminate against employees, students, or applicants on the basis of age, color, disability, gender, national origin, political affiliation, race, religion, sexual orientation, genetic information, veteran status, or any other basis protected by law.