



GLOBAL EDUCATION OFFICE

Graduate Assistant Position – Program & Enrollment Management Global Education Office

The Graduate Assistant supports the Global Education Office of Virginia Tech by contributing significantly to our program and enrollment management. This includes assisting in the coordination of the office's enrollment management system and supporting faculty/staff and student users of the software. The Graduate Assistant will be responsible for creating and updating program page content for the web, conducting research on faculty-led and exchange programs as necessary in addition to communicating with key stakeholders. The Graduate Assistant plays a vital role in achieving the mission of the office by publicizing program opportunities as well as supporting enrollment and data collection efforts to expand study abroad access and capacity. The position is an excellent opportunity for students interested in a career in international education.

Job Duties and Responsibilities

- Partner with faculty/staff to create and update study abroad program pages for the web in addition to creating application content online
- Develop a budget sheet for each program to be used as a key resource for processing university scholarships and financial aid
- Conduct research and analysis of current faculty-led and exchange programs, assist in the assessment of the content presented to applicants, and contribute to the collection of fact sheets, course syllabi, program flyers and other related program documents
- Maintain detailed documentation on program page content and updates
- Monitor application submissions and track student completion of required forms sending reminders as necessary
- Facilitate faculty/staff development and training in the use of the office's enrollment management software
- Support enrollment management as well as data collection and reporting
- Contribute to promotional and student outreach activities by participating in global education recruiting fairs, orientations, and other events

Skills and Experience Required:

- Interest in international education
- Excellent organizational skills, attention to detail, and enthusiasm
- Training or experience that demonstrates the ability to learn and manage complex software
- Ability to communicate effectively and professionally in person and electronically

Preferred:

- Experience working across cultures and within various levels of an organization
- Experience in web-design and/or database management
- Experience working in an office environment

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

This is a 20 hour per week, 9-month Graduate Assistantship for the 2018–2019 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.

Contact information: Rachel Fitzgerald, Associate Director, Global Education Office, Email: rfitz@vt.edu

To Apply: Submit **cover letter, resume/CV, and contact information for three references to rfitz@vt.edu**. Please attach as a single Word or PDF file with the filename: LastNameFirstName_GAapplication.doc. The application deadline is Sunday, April 15, 2018. *Only finalists will be contacted.*

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