Graduate Assistant
Study Abroad Programs

The Clemson Abroad Office, part of the Office of Global Engagement, promotes credit bearing international activities for Clemson’s undergraduate population. The Graduate Assistant for Clemson Abroad will be responsible for maintaining frequent and effective communication with prospective, current and returned students; coordinating recruitment and marketing activities; facilitating programming in collaboration with their counterpart in International Student Services; assisting with study abroad fairs; international education week; and coordinating with other student service units on campus to promote and support Clemson Abroad programs.

Job Responsibilities:
1. Manage communication networks with prospective, current and returning Study Abroad participants (web-based, list-serves, social media, etc.)
2. Collaborate with the Graduate Assistant in the International Student Services office to implement programs that promote interaction between the international and domestic student populations.
3. Assist with the planning and implementation of a Study Abroad fairs each semester.
4. Coordinate with other units on campus to develop effective methods to promote Study Abroad Programs
5. Other duties as assigned.

Eligibility Requirements:
1. Previous overseas study or living experience
2. Effective and tolerant cross-cultural communication skills
3. Full-time graduate student in good standing
4. Available to begin May 2015
5. Available for a minimum of 20 hours per week, including some evening and weekend activities
6. Available to work through exam and vacation periods.
7. Valid SC driver’s license.

Required Skills and Capabilities
1. Reliability, responsibility and ability to adapt to new initiatives and priorities
2. Experience with quality public speaking and presentations to various audiences
3. Professionalism and discretion when representing the office and/or handling student personal information
4. Advanced knowledge of Microsoft office, web and database applications
5. Creativity in student programming and activities
6. Ability to work independently and as part of a team
Compensation: 12-month stipend at $10,400

Additional Materials:

Please send a “study abroad statement” with your resume and application. The “study abroad statement” should be no more than two pages, double-spaced. It should include your philosophy toward the objectives of international education and describe one or two innovative services or activities that you would consider implementing to promote study abroad at Clemson.