

College Assistant Position Available
Office of International Education & Global Engagement
Study Abroad
1108 Boylan Hall
Brooklyn College, CUNY

The College Assistant (CA) is a 20/hr per week position that encompasses study abroad database maintenance and updates, intake of applications, advising on academic and study abroad program choices, promotion, and publicity. The College Assistant works as part of the IEGE team to provide information and services to students, faculty and staff on international opportunities. The person interested in applying for this position ideally will have significant study abroad experience in various settings, professional office work experience, and enthusiasm for study abroad.

Responsibilities include:

- Assist students and public
- Promote study abroad, inform on available programs, develop publicity materials
- Catalyst for cross campus study abroad promotion including social media
- Enter applicant data and maintain databases and research information for website
- Provide study abroad advising specific to programs and academic majors
- Create and provide outreach to classes and other groups
- Advise students on study abroad opportunities and facilitate process
- Coordinate and engage with Brooklyn College staff and faculty, and international education contacts
- Problem solving on application and registration issues
- Maintain self access information
- Other duties as assigned

Minimum Qualifications:

- Competence in promotion through social media
- Proficiency in Microsoft Office; familiar with databases
- Excellent written and oral English language skills
- One year of office experience

Preferred qualifications:

- Enthusiasm for working with public and for promoting study abroad in person and on social media
- One or more international education or living abroad experiences
- Ability to execute projects with guidance and feedback from Sr. Director
- One or more foreign languages
- Professional office behavior including high standards of customer service, initiative and follow through, able to produce high quality product in established timeframe, highly respectful of all people, excellent communication skills

The CA position in IEGE is a part-time (20 hrs./wk.) position funded through June 30, 2019, with opportunity for annual renewal. Position is eligible for health insurance provided that weekly and semester work hour criteria are met. Scheduled part-time work hours will take place between 9am – 5pm, Monday - Friday. The position will begin as soon as a qualified candidate is identified and appropriate paperwork is processed, with an expected begin date no later than September 15, 2018. The IEGE staff currently includes a part-time College Assistant, an Office Assistant and the Sr. Director. The CA reports to the Sr. Director of IEGE.

How to Apply

Candidates should send an email with the following three attachments: a cover letter detailing how one's experience matches the responsibilities and qualifications, a résumé, and contact information for 3 references to: iege@brooklyn.cuny.edu. Please type "IEGE CA Position Application" in the subject line of the email.

Closing Date: Position is open until filled, with a review of resumes to begin August 20, 2018.