



Graduate and Research Assistantships for Doctoral Students

GRADUATE ASSISTANT **SOLES GLOBAL CENTER ASSISTANT COORDINATOR**

The SOLES Global Center Assistant Coordinator is responsible for assisting with the administration, outreach, and student services associated with the international education section of the SOLES Global Center. The SOLES Global Center Assistant Coordinator works with the SOLES Global Center Coordinator and the Assistant Dean of the School of Leadership and Education Sciences, and is responsible for programming and planning the Global Center programs with the support and advisement of the SOLES Global Center Coordinator and Advisory Board.

GENERAL JOB DESCRIPTION

- Communicates and collaborates directly with the various constituents to plan, develop, and implement procedures for new or existing Global Center programs
- Helps plan, develop and coordinate Global Exchange, Global Internships, Global Study and Global Teaching with the relevant academic department
- Handles administration associated with Global Center programs in collaboration with Student Accounts, Registrar Office, and Financial Aid Services
- Assists in setting agenda for the Global Center Advisory Board meetings; takes and distributes minutes
- Institutes and coordinates information and pre-departure orientation meetings for Global Study participants
- Maintains and updates the Global Center website

SPECIFIC JOB DUTIES

The duties for this position can be divided into four main areas: administration, outreach, and student services.

Administration - working with the Coordinator, the Assistant Coordinator:

- Assists in administration of all Global Center programs - Global Exchange, Internship, Study and Teaching
- Creates and distributes application packages for Global Center programs
- Receives and processes completed application packages for Global Center programs
- Initiates billing for Global Center programs
- Registers students for Global Center programs
- Acquires travel insurance for Global Center participants
- Submits Financial Aid information for Global Center programs

- Communicates with counterparts in partnering institutions & organizations for overseas/on-site administration of Global Center programs
- Attends Global Center Advisory Board meetings
- Assists in preparing the annual report
- Oversees work studies and interns
- Assists in internationalization assignments as necessary

Outreach- working closely with the Coordinator, Assistant Dean of SOLES and faculty offering global study courses, the Assistant Coordinator:

- Advertises Global Center programs to the SOLES & USD student body
- Maintains the Global Center bins and bulletins so that it contains relevant and up-to-date information for students interested in Global Education opportunities
- Creates/refines marketing and informational print material for distribution
- Assists global study faculty with promoting the program
- Prepares and maintains reports and documents related to outreach and development

Student Services – working with, the Coordinator, the Assistant Coordinator:

- Answers student questions, inquiries and concerns
- Works directly with Global Center participants to get them ready to go overseas & upon return to USD
- Ensures students are knowledgeable about Health & Safety Abroad
- Continually works on maintaining, updating & refining the Global Center website to ensure that students have accurate, accessible and up-to-date information
- Assists Global Center participants with working through any difficulties/challenges they have with other USD units or partnering institutions

DATES OF EMPLOYMENT

- 9 month appointment – begins September

SALARY

- \$14,000, benefits + tuition (\$15,000)