Job Announcement
Education Abroad - Summer Student Assistant
Summer 2019

Education Abroad seeks an efficient, detail-oriented and organized Student Assistant to support summer project work. The Student Assistant will learn how to operate in a dynamic, fast-paced work environment with a highly dedicated, mission-driven team of professionals and contribute to meaningful projects that advance EA’s commitment to expanding access to study abroad.

This position is for summer 2019 with a preferred start date of May 28th.

Position Responsibilities:
● Collect program and course-level information in preparation for program review by academic departments.
● Clean study abroad course data sets for a database integration project.
● Add subtitles to online learning modules (videos)
● Populate fields in EA’s program database based on online research.
● Clean EA website pages with broken links and outdated information.
● Transfer process documents into the EA wiki.
● Enter scholarship award data in student applications.
● Other duties as assigned.

Qualifications:
Required
● Good academic standing (GPA of 2.0 or higher)
● Highly proficient using the Microsoft office suite and G Suite.
● Detail-orientation
● Resourcefulness and ability to independently identify needed information to complete a task
● Commitment to diversity and inclusion and to
● Commitment to upholding EA’s professional standards and complying with policies and procedures.

Preferred
● Intercultural experience (study abroad or other)
● Experience working in an office setting or with administrative responsibilities
● Experience working with databases
● Experience working with software to support production of online explainer videos

Hours: 20 hours per week
Salary: $10.10 per hour

To Apply: Please submit a resume and cover letter addressing how you meet each eligibility requirement to Lauren Ruszczyk at lrus@umd.edu. For best consideration apply by May 8.