



Education Abroad  
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## **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 28<sup>th</sup>.

### **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- Clean EA website pages with broken links and outdated information.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](mailto:lrus@umd.edu). For best consideration apply by May 8.