



**OFFICE OF INTERNATIONAL AFFAIRS
EDUCATION ABROAD**

Education Abroad
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Job Announcement Education Abroad - Administrative Assistant I

Education Abroad seeks an efficient, detail-oriented and organized Administrative Assistant to join our Short-term Programs team. The Administrative Assistant will 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 role will support a large and diverse set of over 60 faculty-led credit-bearing short-term international programs in multiple countries across multiple disciplines of study, sending over 800 students abroad per year. There will be many opportunities to support critical tasks and learn firsthand about study abroad program administration. We are willing to support credit for a practicum or internship if relevant.

The Administrative Assistant will work to support the administration of UMD-sponsored study abroad programs in the following areas: program management, enrollment management, communication, event planning, and outreach.

This full time role is on a 6-month contract, is renewable up to one year upon review. The start date is flexible with a preferred start in mid-late January. Under the direction of the Program Manager for Short-term Programs, the specific duties of this position include:

Program Management Support (30%)

- Support the short-term faculty-led study abroad program proposals process
- Assist with ensuring service provider agreements are in place for approved programs
- Maintain and create resources that support students and faculty
- Assist with short-term program evaluation process

Enrollment Management and Data Management Support (30%)

- Support enrollment management, including regularly updating enrollment statistics on a weekly and even daily basis during peak times of the year
- Carry out participant withdrawals process as needed
- Run data reports that support the activities and needs of the Maryland Short-term programs team
- Complete data analysis and/or data entry tasks as needed

Communication, Events, and Outreach Support (25%):

- Coordinate logistics for training, outreach, or other events as needed

- Support the creation and maintenance of promotional materials including online program brochures, program flyers, social media posts
- Conduct outreach activities as needed
- Create certification documents for short-term program participants as needed
- Compile Emergency Preparedness Rosters for all short-term programs

Special Projects and Other Duties as Assigned (15%)

- This may include serving as backup support to the front desk staff

Minimum Qualifications:

- High School diploma required. Bachelor’s degree preferred
- Excellent communication, organizational, multi-tasking and cross-cultural skills
- Commitment to diversity and inclusion
- Demonstrated ability to work independently and as part of a team in a fast-paced environment
- Demonstrated ability to handle multiple and sometimes competing priorities and provide excellent outcomes within required timeframes
- Ability to follow up and follow through on projects
- Demonstrated ability to work well with faculty, administrators, advisers, staff and students
- Strong collaborative skills
- A track record of being a resourceful problem solver

Preferences:

- Experience with study abroad program administration
- Experience developing and administering short-term study abroad programs. Familiarity with program budgeting, data collection and analysis
- Demonstrated experience with Terra Dotta software, Microsoft Excel and/or other relevant software platforms
- Experience at a large public research institution

Hours:

Min. 30 hours per week/up to 40 hours per week

Salary:

\$20 per hour

To Apply: Please complete [the online application](#) by January 1st at 5 pm.