

Graduate Assistant – Office of Study Abroad

Contract: 9 Month

1. Maintain, update, and develop information on the EIU Study Abroad website as needed.
2. Assist the Director and Coordinator of Study Abroad, and the Center for Academic Technology, on major projects such as website development, Facebook integration, online application/scholarship system, course compiling, data entry, and event planning.
3. Assist with update and maintenance of EIU Study Abroad social networking.
4. Become familiar with all of the EIU programs and as many non-EIU programs/consortiums as possible.
5. Help keep the Resource Center organized. Straighten up books, re-file materials, keep tables and chairs neatly arranged, etc. Keep bulletin board and other promotional materials up-to-date.
6. If the graduate assistant has study abroad experience, the graduate assistant may also be asked to present to classrooms and/or advise students as appropriate.

REQUIRED QUALIFICATIONS:

1. Strong research skills
2. Strong language and communication skills
3. Knowledge of Adobe Dreamweaver and Microsoft Access
4. Website design and development skills

PREFERRED QUALIFICATIONS:

1. Past participation in study abroad
2. Strong presentation skills
3. Ability to develop Facebook widgets
4. Knowledge of Adobe Photoshop/InDesign, PHP, MySQL, CMS, HTML, Javascript

**Any of the above responsibilities may include some evening and/or weekend work.
Please be aware of this possibility.**