



Department:	Office of Study Abroad
Position:	Graduate Assistant – Marketing & Promotion
Hours/Week:	18-20
Contract Dates:	Academic Year
Supervisor:	Kurt Olausen
Supervisor Contact:	krolausen@eiu.edu
Benefits:	

Duties and Responsibilities:

- Maintain, update and develop information on the EIU Study Abroad website as needed.
- Assist with update and maintenance of EIU Study Abroad social networking. OSA maintains an active Facebook and Twitter account.
- Assist with and edit for the office blog, which includes writing from students as well as staff.
- Conduct classroom presentations around campus as needed.
- Conduct informational sessions as needed
- Assist the Director and Coordinators of Study Abroad with major projects such as website design, course compiling, data entry, marketing plans, and event planning.
- Become familiar with all of the EIU programs and as many non-EIU programs/consortiums as possible in order to be able to recommend program options to students.
- Be the face of study abroad on campus.
- Other duties as assigned.

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

Special Qualifications:

- Candidates must meet eligibility criteria provided by the graduate school by providing evidence of an undergraduate grade point average of 2.75.
- Preference will be given to candidates who have experience studying or living abroad.
- Preference will be given to candidates who are interested in pursuing a career in the field of International Education.
- The ideal candidate will have strong research skills & the ability to communicate effectively (verbal and written).
- Knowledge of Adobe products including but not limited to Dreamweaver, InDesign and Photoshop is preferred.

