

**Leadership in Student Affairs M.A. Program
Graduate Assistantship or Internship Position 2019-20**



Position Title:	Study Abroad Graduate Assistant
Type Of Position:	<input checked="" type="checkbox"/> Graduate Assistantship <input type="checkbox"/> Paid Internship <input type="checkbox"/> Unpaid Internship <input type="checkbox"/> Special Project
Institution Name:	University of St. Thomas
Institution Description:	Established in 1885, the University of St. Thomas is Minnesota's largest private university with an enrollment of 11,000 students studying a wide range of liberal arts, professional and graduate programs. Currently, about 1000 students study off-campus each year on semester, year-long and short-term programs. Inspired by the Catholic tradition, the University of St. Thomas educates students to be morally responsible leaders who think critically, act wisely and work skillfully to advance the common good.
Supervisor:	Sarah Huesing, Associate Director, Study Abroad
Department Description:	The Office of Study Abroad is part of Global Learning and Strategies, under Academic Affairs at the University of St. Thomas. The Office of Study Abroad provides a wide variety of high-quality study abroad programs with nearly 30 graduate and undergraduate course offerings each January and over 90 program semester/year options at the undergraduate level.

Appointment:	Compensation:	Remuneration:
<input checked="" type="checkbox"/> Academic Year	<input type="checkbox"/> Stipend	Week Hours: 20 hours
<input type="checkbox"/> 12 Months	<input checked="" type="checkbox"/> Hourly Wage - \$12-\$17	Payment Frequency: biweekly
Start Date: (Aug. 2019)	<input type="checkbox"/> Parking Provided	Additional Notes: 20 hours per week including core hours of 9am to 3pm on Tuesdays and Thursdays as well as at least one other designated day each week.
	<input checked="" type="checkbox"/> Professional Development Funds	

<p>Position Description & Responsibilities</p> <p>Student Advising: The GA will have responsibilities related to the Study Abroad promotion and advising process including: a variety of ongoing promotional projects and events throughout the semester, advising and duties related to the advising process, such as conducting First Step sessions and group advising sessions, and supervising the Peer Advisors on specific projects.</p> <p>Programming: The GA will work with the Study Abroad staff to execute an extensive off-campus program. Specifically, the GA will coordinate 1-2 events for study abroad returnees each semester, and manage the January Term Open House event in March.</p> <p>Materials and Publicity Development: The GA is responsible for all aspects of the annual Study Abroad Photo Contest including promotion, judging process and publicity of the winning photos. The GA is also responsible for managing the development of digital stories, including mentoring Peer Advisors and Orientation Leaders through the process of reflection, writing and production of digital stories.</p> <p>Other Duties as Assigned: There are many ways for the GA to develop additional skills. Opportunities include, but are not limited to: technology development (study abroad application system, web, Canvas, video, webinar, email distribution lists, etc.), budget management, data collection, collaborating with student groups, etc.</p> <p>SUPERVISION AND EVALUATION: The Associate Director will supervise the GA. The GA is expected to work 20 hours per week including core hours of 9am to 3pm on Tuesdays and Thursdays as well as at least one other designated day each week. It should be noted that pre-departure orientations are held on Fridays and Saturdays (two in November [8th and 16th, 2019] and one in April [18th, 2020]), and the Study Abroad Fair and J-Term Open House events are typically held on a Thursday during convo hour (in February and March, respectively); the candidate should plan to participate in such events, even if outside of the normal work week. The GA will meet with their supervisor on a regular basis. The GA will be expected to prepare a professional development plan and goals each semester based on which they will be evaluated/assessed.</p>

Qualifications

Present enrollment in a graduate program at the University of St. Thomas. Candidates should have spent at least a semester studying abroad (as an undergraduate), or have spent an equivalent time living or working abroad. Other preferred qualifications: strong work initiative and a self-directed approach to work and learning, experience working with diverse student populations, interest in serving and advising students, strong attention to detail, organizational, administrative, and communication skills.

Application process & requirements

- **Contact Name:** Sarah Huesing
- **Address:** Mail 5026, 2115 Summit Avenue, St Paul, MN 55105
- **Phone:** 651.962.6484
- **Email:** sehuesing@stthomas.edu
- **Materials Needed:** Cover letter, resumé; reference letter(s) are optional on initial application

Participating At Visit Day: yes no

Will Schedule Interviews on Campus for another date: yes, if still searching no