Job Announcement

Education Abroad - Student Assistant

Education Abroad seeks an efficient, detail-oriented and organized Student Assistant to join our team. 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.

The Student Assistant will work to support the administration of a designated caseload of UMD-sponsored study abroad programs and operational functions. They will work closely with program staff to carry out tasks to process program and student information during the application and pre-departure cycles. The Student Assistant works in EA's application management system, MyEA, to manage student records, track student materials, review submissions, communicate with students and run reports for EA staff.

This position is for summer 2022 and is renewable upon review. The start date is flexible with a preferred start in early to mid-June.

Position Responsibilities:

- Review students submissions for accuracy and follow up with students as needed to ensure 100% of materials are submitted and ready for processing.
- Run reports and progress audits for application and program materials using MyEA; batches completed materials and prepares for submission to EA advisor or overseas partner.
- Support the creation and delivery of certification letters for visa applications, enrollment verification, national scholarships, etc.
- Support the maintenance and creation of web-based advising resources, including online videos.
- Provides logistic support for EA events such as the Study Abroad Fair, pre-departure orientation and information sessions.
- Assists with advising for general and program-specific inquiries.
- Front desk support.
- Program-specific outreach.
- 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
Commitment to upholding EA’s professional standards and complying with policies and procedures.

Familiarity in working with students.

**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:**

10-12 hours per week

**Salary:**

$12.50 per hour

**To Apply:** Please submit your application through this [Google link](#). You will be required to upload a resume and cover letter that addresses how you meet the above eligibility requirements. For best consideration apply by May 8th. If you have any questions, please reach out to lsitler@umd.edu.