



Checklist to apply for either of the below positions:

Global Engagement Mentor (GEM)

Student Administrative Assistant for Global Engagement (SAAGE)

- Completion of the online Student Leader Application
- Signed Student Leadership Covenant
- Resume
- Unofficial Transcript
- Supplemental Questions (attached)

*If you are applying for one position, you only need to answer the supplemental questions for that position. If you are applying for both positions, please answer both.

**All materials listed above (except the online Student Leadership Application) need to be turned into the Center for Global Learning and Engagement (Study Abroad) office by the posted application due date.



THE CENTER FOR
GLOBAL LEARNING
& ENGAGEMENT

Title:

Global Engagement Mentor (GEM)

Job purpose:

A Global Engagement Mentor serves as a recruiter, marketer, and mentor for students who desire to study abroad. They are a key representative of the Center for Global Learning and Engagement on campus and a connection for students. A GEM supports the overall functions of the office through administration, event planning, and mentorship. The role of a mentor includes extensive knowledge of all available off-campus programs, being an advisor to students through presentations and individual meetings, shepherding students through the application process, supporting students while they are abroad, and helping students return from their experience. GEMs will exert leadership on events and projects that relate to the roles above.

Supplemental Questions: (Please type responses and attach to this page before turning them into CGLE/Study Abroad).

When and where did you study abroad? Tell us about your experience.

Why are you interested in the position?

How has studying abroad impacted you? How do you plan to share your experience with others?



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Title:

Student Administrative Assistant for Global Engagement (SAAGE)

Job purpose:

A Student Administrative Assistant serves to assist the office in the processing of all administrative and operational tasks involved for students to study abroad in the most efficient and effective means possible in order to provide a good experience to all study abroad applicants and to enable the CGLE to work with as many students as possible in studying abroad. They support the overall functions of the office through administration, document processing, extensive data entry and filing. The role of an administrative assistant includes knowledge of the logistical tasks necessary for students to study abroad and how those tasks affect a student's study abroad experience.

Supplemental Questions: (Please type responses and attach to this page before turning them into CGLE/Study Abroad).

When and where did you study abroad? Tell us about your experience.

Why are you interested in the position?

What skills do you have that would make you a good candidate for a student admin. assistant position?