Title: Global Engagement Mentor (GEM)

Mandatory Training/Start Times: Return to Campus (Aug. 18, 2014)
Annual CSA Re-Entry Day (TBD)

Duration: One-year commitment (August 2014 – May 2015)

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.

Key responsibilities:
- Provide mentorship, guidance, and support to students interested in studying off-campus
- Communicate with students, parents, faculty, and staff to answer questions and provide information about preparing for, departing to, and returning from studying abroad
- Lead and execute marketing and recruitment strategies; such as programming events and projects, presentations, class visits, website management, and print media**
- Experience growth in intercultural competence by applying lessons learned abroad within the context of the GEM position
- Attend staff meetings and maintain scheduled office hours
- Answer telephones, direct calls, take messages and manage walk-ins
- Assist office staff in maintaining office records that relate to recruiting and mentoring
- Participate in two resume workshops with the Career Center facilitated by CGLE staff
- Complete other miscellaneous tasks as needed

**Occasional “out of office” time will be required for certain events, presentations, class visits, etc. and in-office hours may be adjusted accordingly when this happens

Qualifications:
- Experience with Study Abroad
- Excellent written and oral communication skills
- Knowledge of Microsoft Word, Excel, Gmail
- Strong attention to detail, creativity, and initiative
- Prior experience in an office position preferred
- Experience with design/marketing computer software preferred

Please send resumes to studyabroad@apu.edu
Title: Student Administrative Assistant for Global Engagement (SAAGE)

Mandatory Training/Start Times: Return to Campus (Aug. 18, 2014)
Annual CSA Re-Entry Day (TBD)

Duration: One-year commitment (August 2014 – May 2015)

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.

Key responsibilities:

- Answer telephones, emails, direct calls, take messages and manage walk-ins
- Assist office staff in maintaining the data entry and filing of office and student documents
- Fulfill administrative tasks necessary in marketing and recruitment strategies (scheduling events/meetings, printing media, etc.)
- Communicate with students, parents, faculty, and staff to answer questions and provide information about preparing for, departing to, and returning from studying abroad
- Attend staff meetings and maintain scheduled office hours
- Complete other miscellaneous tasks as needed

Qualifications:
- Experience with Study Abroad
- Excellent written and oral communication skills
- Knowledge of Microsoft Word, Excel, Gmail
- Strong attention to detail
- Prior experience in an office position preferred
- Experience with detailed record keeping preferred

Please send resumes to studyabroad@apu.edu