



Title: Global Engagement Mentor (GEM)

Mandatory Training/Start Times: Return to Campus (Monday, Aug. 17, 2015)
Training Days (Monday, Aug. 17 – Tuesday, Sept. 1, 2015)
APU Orientation (Friday, Aug. 28 – Tuesday, Sept. 1, 2015)

Duration: One-year commitment (August 2015 – May 2016)

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 (Monday, Aug. 17, 2015)
Training Days (Monday, Aug. 17 – Tuesday, Sept. 1, 2015)
APU Orientation (Friday, Aug. 28 – Tuesday, Sept. 1, 2015)

Duration: One-year commitment (August 2015 – May 2016)

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



Title: Student Development Mentor

Mandatory Training/Start Times: Return to Campus (Monday, Aug. 17, 2015)
Training Days (Monday, Aug. 17 – Tuesday, Sept. 1, 2015)
APU Orientation (Friday, Aug. 28 – Tuesday, Sept. 1, 2015)
Annual Center for Student Action (CSA) Welcome Home Celebration (TBD)

Duration: One-year commitment (August 2015 – May 2016)

Job purpose:

A Student Development Mentor for Global Engagement executes quality programming and thoughtful interaction with students to maximize the student growth potential from a study abroad experience. They support the Center for Global Learning & Engagement (CGLE) and study abroad students from multiple programs during and after a student's study abroad term through large and small group events, multiple methods of communication, and efficient administration. The role calls for knowledge of and concern for study abroad students to articulate and share the impact of their cross-cultural experiences, utilize their experience to enhance their relational and vocational goals, and employ best practices in self-care, awareness and reflection.

Key responsibilities:

- Execute CGLE student development programming that ensures maximum student fulfillment of the study abroad learning objectives and the CSA re-entry learning outcomes.
- Lead and execute quality study abroad student development strategies; such as strategic events** and projects, social media management, print media, facilitating debriefing focus groups, etc.
- Provide mentorship, teaching, guidance, and support to students currently abroad and those returning from studying abroad
- Communicate with students, parents, faculty, and staff to answer questions and provide information about necessary student development in preparing for, experiencing, and returning from studying abroad
- Experience and encourage personal and student growth in global competence by applying thoughtful reflection and discussion of lessons learned abroad within the context of the Study Abroad Student Development Mentor position
- Assist office staff in maintaining office records and assessments that relate to study abroad student development
- Attend staff meetings and maintain scheduled office hours
- Answer telephones, direct calls, take messages and manage walk-ins
- Participate in professional development meetings and attend resume workshops with Career Services, facilitated by CGLE staff
- Complete other miscellaneous tasks as needed

**Occasional "out of office" time required for certain events/meetings. In-office hours may be adjusted accordingly when this happens.

Qualifications:

- Knowledge of and concern for topics in study abroad re-entry experience
- Excellent written and oral communication skills
- Strong ability to multi-task while maintaining work
- Knowledge of Microsoft Word, Excel, Gmail
- Strong attention to detail, creativity, and initiative
- Professional and positive demeanor
- Students back on the APU Azusa campus for 1 semester after studying abroad preferred

Please send resumes & supplemental question responses to studyabroad@apu.edu