International Engineering Education (IEE) is seeking to recruit multiple Graduate Assistants to support study abroad programming for the Cockrell School of Engineering. These roles vary, but all serve to support outreach efforts, key initiatives, or critical processes for our units, and will further our mission to provide students with an opportunity to become an engineer of the globalized 21st century.

Below is the job description. Please feel free to distribute this announcement to any graduate student who may be interested.

Position Title: Graduate Assistant for International Engineering Education
Number of vacancies: 2
Hours: Maximum of 19 hours per week
Hourly rate: $12/hr with opportunity for increase
Employment Dates: Begins Fall 2019, with possibility to extend. Individual must be available to work up to 15 - 19 hours during semester.

Duties May Include:

- **General administrative support**
  - Schedule meetings and outreach events across campus
  - Assist with advising and email correspondence
  - Data entry and project work
  - Support program development
  - Other duties as assigned

- **Student Support Job Duties**
  - Make notes in Advisors Toolkit for interested and admitted students
  - Proactively contact students who attend outreach events
  - Assist in budget submission process
  - Monitor compliance in online registries
  - Email students regarding missing forms and modules
  - Advise students and represent Study Abroad during outreach and pre-departure activities
  - Statistical analysis of Study Abroad trends
  - Assist in development of promotional and informational materials and media
  - Liaise with appropriate supervisor for complex decision making
  - Create & Monitor Course Equivalent Request Forms
  - Curriculum Integration for all majors and exchange partners
  - Credit processing for students participating in semester exchange and summer programs
  - Other duties as assigned

**Benefit to Student:**
- Opportunity to enhance administrative, teamwork, communication, student support and marketing skills
- Gain professional experience
- Gain exposure to cross-cultural and international themes

**Skills:**
Flexible, organized, independent worker, advanced use and knowledge of Microsoft Office Suite, knowledge of university administrative processes helpful, international experience helpful, customer service experience
Application Instructions:
Applicants are to submit a one page cover letter and resume to smehta@utexas.edu