

Job Description

Title: 25% GA

Appointment Period: Spring 2021

Supervisor: Elly Hanauer / Jonathan Larson

Primary Position Function/Summary:

To provide programmatic support for European study programs administered through LAS International Programs (LAS) and the European Union Center (EUC). The GA will help coordinate joint projects between Illinois' European study abroad centers, and develop promotional materials and campus resources including courses for undergraduate students interested in the study of Europe and international affairs. The GA will also run info and advising sessions on opportunities administered by LAS International Programs and contribute to the EU Center's undergraduate outreach. This GA position offers a student the opportunity to develop a range of skills fundamental to the administration of international programs. Critical financial support for this position is provided by a U.S. Department of Education Title VI area studies grant to the European Union Center.

Major Duties and Responsibilities:

- Coordinate joint projects among European study abroad centers and partners including: a joint events calendar, joint courses, annual meetings and a shared communication platform.
- Coordinate and lead info sessions on global engagement opportunities (virtual internships, study abroad, special courses) with European partners and EU-specific scholarship, research and internship opportunities for students.
- Develop web and print resources on study, research, and work in Europe, including graduate study.
- Support, help coordinate and potentially lead advising sessions for students interested in EUC academic programs and study, research and/or virtual experiences involving Europe
- Assist with study abroad program review process and administration for study abroad programs.
- Update information on course offerings for current partner institutions in Europe and research course offerings at potential partners.

- Contribute to the EUC's and LAS's commitments to diversity and inclusion in their programs and initiatives.

Required: Ability to represent LAS International Programs and the European Union Center professionally and work independently while working effectively as part of a team. Excellent oral and written communication skills and demonstrated ability to track details of multiple projects.

Desirable: Interest in academic programs abroad, as well as work with international and campus partners and students. Fluency in at least two European languages a plus.

Contact: Elly Hanauer (ehanauer@illinois.edu) or Jonathan Larson (larsonjl@illinois.edu) with any questions. To apply please send a cover letter and resume to eucenter@illinois.edu. Priority will be given to applications received by noon on Tuesday, December 1st, 2020.

