

Job Description for: **Gies Global Semester Programs Assistant**

Provide office and event support for the Gies Global Programs Exchange Coordinator. Duties may include: Front desk duties including answering phones and checking students in, participating in information sessions, event planning and execution, preparing correspondence on behalf of the study abroad team, updating program information on the Gies Groups website and program guides, uploading documents and running reports in the My Study Abroad application system, reviewing incoming student applications, responding to emails, proofreading documents, scanning, filing, distributing mail, cleaning, and other duties as assigned. This position is for fall 2024 and has the potential to rehire for future semesters.

Required Skills:

- Excellent organizational skills
- Ability to learn software programs used for study abroad applications and website editing
- Positive attitude
- Attention to detail
- Excellent email communication skills
- Ability to follow written instructions

Preferred Skills:

- Experience with Word, Excel, Canvas
- Experience studying abroad
- Experience creating or editing Google Sites
- Experience drafting professional emails

Please fill out the application here (<https://forms.illinois.edu/sec/1825635288>). Applications must be submitted by May 22.