Student Job Opportunity

University of Wisconsin-Milwaukee
Global Studies & International Studies

Fall 2018

POSITION TITLE: Office Assistant

DUTIES/JOB DESCRIPTION:

Global & International Studies in collaboration with CIE’s Institute of World Affairs, seeks an enthusiastic, motivated, and research/detail-oriented Office Assistant to work with the International and Global Studies team on a variety of tasks and projects including:

- Creating and maintaining various resource materials, files, lists, and databases
- Participating in high school and UWM campus outreach and recruitment functions, such as class visits; including presenting information on the Global Studies BA Degree and International Studies Major to groups of students and if relevant, sharing personal experiences with the program or as a UWM student
- Assisting with planned activities for Local to Global (L2G), a Living Learning Community
- Media coordination including occasional website maintenance, and managing an Instagram account and possibly a Twitter feed
- Providing general program assistance including reception duties, logistical arrangements, and marketing support to the International and Global Studies programs, and the internationally focused certificate programs on campus including the Asian Studies certificate, the Middle Eastern and North African certificate, and the Russian and Eastern European certificate.
- Assisting with special events
- Able to commit to both fall 2018 and spring 2019 semesters, ideally
- Providing general program assistance including reception duties and logistical arrangements for various Institute of World Affairs campus, public, and K-12 events, for example, the Fireside Forum and Wisconsin High School Model UN
- Other duties as assigned

HOURS: Flexible, approximately 10 hours per week, with some evening hours

REQUIREMENTS: Minimum GPA 2.75. Excellent communication skills (including work with social media), interest in online research, public speaking ability, knowledge of computer applications such as Word and Excel. Previous office experience and video making and editing experience preferred.

COMPENSATION: $9.00/hour

HOW TO APPLY: Please email your cover letter and resume to:

Jeremy Booth
Email: jabooth@uwm.edu

APPLICATION DEADLINE: October 11, 2018

For more information on the Global & International Studies programs and activities, please visit:
https://uwm.edu/global-studies