

**UC San Diego Programs Abroad Office (PAO)**  
**Student Assistant 2009-10 (Work-Study Award Required)**

**Description:**

As a PAO Student Assistant, you will help generate interest and enthusiasm among undergrads, facilitate their selection of a program, and help prepare them for their study abroad experience. This is an opportunity to further develop your office, leadership, and advising/counseling skills in a supportive and professional environment.

The PAO student assistant is a key player in assuring that student clients are served and office projects are completed in a timely and accurate manner. As the first point of contact, you will greet and refer clients to the appropriate resources, answer phones, and make appointments for the PAO staff. You will assist with setting up and maintaining student applicant files and copying and coordinating required student documents. You will prepare resource materials for presentations, meetings, and office displays, and participate in outreach activities such as disseminating publicity materials and assisting in oral presentations. You will work as part of a committed team of peers and professionals in a dynamic deadline-driven environment, and you will gain skills, which will promote your personal and professional growth.

**Responsibilities:**

- Serve as the first point of contact for Programs Abroad clients (faculty, staff, parents, prospective students, senior administration, and others), in-person, telephone and e-mail. Provide excellent customer service to each individual who visits PAO.
- Discuss EAP, OAP and GS study abroad programs with student clients
- Participate in PAO outreach activities and events including classroom presentations, panels, workshops, information meetings, and tabling events
- Assist with all aspects of student recruitment, applications, selection and pre-departure procedures for PAO study abroad programs
- Maintain all resource materials to assure student access to materials in the office and for outreach activities and events
- Provide administrative and clerical support to PAO staff
- Complete special projects as assigned
- Independently research program requirements and deadlines in order to stay current with changing information

**Requirements:**

- Must be an enrolled UC San Diego student
- Prefer Study abroad returnee or student with international experience
- Attend a mandatory 3-day training session on September 16 - 18, 2009
- Recent participation in a study abroad program (EAP, OAP, GS)
- Work/study ONLY
- Demonstrated ability to communicate clearly, verbally and in writing
- Demonstrated ability to provide excellent customer service to a variety of clients
- Demonstrated ability to speak effectively to groups
- Demonstrated organizational skills and ability to follow directions
- Ability to work in an environment with changing priorities and many interruptions
- Interpersonal skills to work effectively with a diverse student population
- Demonstrated skill and experience with computer technology
- Ability to work minimum 12 hours per week (maximum 19.5) during office hours Monday through Friday, 9am-4pm and available for occasional overtime, evenings, and weekends
- Ability to work the full academic year through Spring 2010 (ability to work during Summer 2010 is also desirable, but not required)
- Attendance of weekly staff meetings

**Salary:**

- \$12.00 an hour

## **Academic Integration Student Assistant** **Job Description (Work-Study Award Required)**

### Position Description:

Are you a returnee from a study abroad program? Would you like to encourage other students to study abroad? Are you creative with strong graphic design skills? Do you have strong research skills? UCSD has embarked upon an ambitious program to make study abroad possible and feasible for all UCSD students. This program, called Academic Integration (AI), involves finding programs at host universities abroad which closely match our own majors on campus. We do a lot of outreach to the departments, so you will have an opportunity to share your abroad experiences with faculty and staff, as well as students. As a PAO Academic Integration Student Assistant, you will assist the AI Officer with program research (mostly internet), create and revise major-specific advising pages on InDesign, collect data from a FileMaker database, and assist with the design of PowerPoint presentations. This is an opportunity to further develop your office, writing and research skills. You will interact to a certain degree with the student assistants in the Programs Abroad Office, and work as part of a committed team of peers and professionals in a dynamic environment. You will gain skills that will promote your personal and professional growth.

### Requirements:

- Work/study required
- Demonstrated creativity in graphic design (please have samples ready)
- Demonstrated skill and experience with InDesign, FileMaker Pro and PowerPoint on a Mac platform
- Demonstrated ability to communicate clearly, verbally and in writing
- Demonstrated ability to work independently
- Demonstrated internet research skills
- Demonstrated ability to speak effectively to groups
- Demonstrated organizational skills and ability to follow directions
- Must be an enrolled UC San Diego student
- Recent participation in a study abroad program
- Ability to work in an environment with changing priorities and many interruptions
- Interpersonal skills to work effectively with a diverse student and staff population
- Ability to work approximately 10 hours per week during office hours M-F, 9am-4pm
- Ability to work the full academic year through Spring 2009 (ability to work during Summer 2009 is also desirable, but not required)
- Attendance at weekly staff meetings

Please note: Student must be able to attend a mandatory 3-day training session on September 16-18, 2009

### Salary:

- \$12.00 an hour

**PROGRAMS ABROAD OFFICE**  
**STUDENT ASSISTANT APPLICATION**

Name \_\_\_\_\_ Date \_\_\_\_\_

**POSITION INTEREST**

- ✓ Be sure to first read over the job description(s) thoroughly.
- ✓ Please check one (or rank if have an interest in more than one position).
- \*\*check/rank ONLY if you are truly interested in the described position!!**

\_\_\_\_ Academic Integration (AI) Student Assistant

\_\_\_\_ Programs Abroad Student Assistant (General)

Past Program Participation: EAP GS OAP (OAP Sponsor) \_\_\_\_\_ Dates Abroad \_\_\_\_\_

Program Country / City / Host University \_\_\_\_\_

Class Level \_\_\_\_\_ Anticipated Grad Date \_\_\_\_\_ College \_\_\_\_\_

Major(s) \_\_\_\_\_ Minor(s) \_\_\_\_\_

Perm. Address \_\_\_\_\_  
Street Apt. # City State Zip

Perm. Phone \_\_\_\_\_ Dates Valid: From \_\_\_\_\_ To \_\_\_\_\_

Local Address \_\_\_\_\_  
Street Apt. # City State Zip

Local Phone \_\_\_\_\_ Dates Valid: From \_\_\_\_\_ To \_\_\_\_\_

Current E-mail Address \_\_\_\_\_

Will you receive a work-study award in 2009-10? \_\_\_\_\_

Planned # of course units per qtr.: Fall \_\_\_\_\_ Win \_\_\_\_\_ Spr. \_\_\_\_\_

Preferred # of work hrs. per week: Fall \_\_\_\_\_ Win \_\_\_\_\_ Spr. \_\_\_\_\_ Available summer 2010? \_\_\_\_\_

Will you also work elsewhere? \_\_\_\_\_ If yes, how many hours per week? \_\_\_\_\_

What extra-curricular activities will you be involved in? (Give approximate time commitment for each)

Referring to the job description, briefly indicate the nature of your interest in this position.

Describe your five greatest strengths in relation to this position.

### **Skills and Experience**

Please put a check (✓) next to each item below in which you have skill and experience, and put a star (☆) next to your strongest skills or those you enjoy the most:

#### Working with the Public

- reception
- reference assistance
- peer advising

#### Office Skills

- handling multi-line phones
- copying/collating
- faxing
- filing
- typing (indicate speed \_\_\_\_\_ )
- composing/formatting business letters

#### Outreach Skills

- public speaking
- promotion/advertising
- writing newsletter articles
- creating banners
- designing flyers
- drawing skills (art and layout for flyers)

#### Computer Skills

- word processing
- data entry
- database management
- computer graphics (for desktop publishing)
- IBM compatible PCs
- Macintosh computers
- library materials processing
- web page design

#### Computer software programs

- WordPerfect
- Microsoft Word
- PageMaker
- FileMaker Pro
- FreeHand
- Windows
- Netscape or Internet Explorer
- html editor (Web page design program)
- Excel (or other spreadsheet program)

(Optional) Describe or comment on any of the starred (☆) items above.

### **References**

Identify two former employers who may be contacted as references (you may include volunteer work). It is courteous to contact your references before listing them on your application to secure their permission to serve as a reference for you. **Please verify their current contact information and tell them a little about the position.**

1. Name \_\_\_\_\_ Position \_\_\_\_\_

Organization \_\_\_\_\_ Phone \_\_\_\_\_ E-mail address \_\_\_\_\_

2. Name \_\_\_\_\_ Position \_\_\_\_\_

Organization \_\_\_\_\_ Phone \_\_\_\_\_ E-mail address \_\_\_\_\_

**Application Instructions: PLEASE READ CAREFULLY!**

Applicants should submit the following items:

1. Application (this form)

2) Resume - please include your *PREVIOUS EMPLOYMENT*: include summer and/or part time jobs, dates, organizations, your position titles, and brief descriptions of your responsibilities. In addition, please indicate *OTHER RELEVANT EXPERIENCE*, including college activities, volunteer work, international experience, etc. Give the dates, and briefly describe your responsibilities and/or activities.

3) Essay - no more than two double-spaced typewritten pages in length, which addresses one of the following questions:

a) How would you motivate another student to consider study abroad? Draw on your own experience.

**OR**

b) What were your fears about going abroad and how did you overcome them? How would you use these experiences in your work here?

4) Fall Class Schedule - Use Tritonlink to create and print a schedule that includes classes, discussions & commitments.

5) Work Study Award Print out- You can print this out from Tritonlink, just print the Financial Aid Award Confirmation page.

**Deadlines, Interviews, and Training**

The application deadline is **Friday, July 24, 2009**. Interviews for selected candidates will be scheduled between August 5th and 12th. While in-person interviews are preferable, we will do phone interviews for candidates who cannot conveniently get to San Diego. Interviews will include questions about candidates' knowledge, experience, and skills as they relate to the job tasks described. *All applicants will be notified of their application status via email or phone no later than Friday, August 21. **Successful candidates will be required to participate in three days of training, beginning Wednesday, September 16 and continuing through Friday, September 18. Regular work hours will begin on Monday, September 21 (Welcome Week).***

**Submit your completed application by Friday, July 24, 2009 to:**

Christine Trinidad  
Programs Abroad Office, International Center  
University of California, San Diego  
9500 Gilman Drive  
La Jolla, CA 92093-0018  
Fax: (858) 822-5726  
Tel: (858) 534-1123  
E-mail: cjtrinidad@ucsd.edu