

International Admissions Graduate Assistant Position

Office of International Programs

Academic Year 2018-2019

The Office of International Programs (OIP) seeks to hire a graduate assistant to support International Admissions for the 2018-2019 academic year. The position is open to domestic and international applicants. To be considered for the position, applicants must have been admitted into a graduate program at the University of Maine. The successful candidate will be required to work 20 hours per week, for 4-5 days a week during regular business hours (8am to 4:30pm).

Duties:

- Support the OIP staff in processing International Undergraduate Applications, processing supporting documents, updating the university database (MaineStreet), and electronically imaging, filing and managing the flow of documents in our imaging system (ImageNow).
- Assist in preparing international admissions letters, data entry in ImageNow and MaineStreet, and preparing admission packages for shipping.
- Correspond with prospective students, parents and educators about the University, application process, and services.
- Enter prospect/inquiry data in Salesforce (TargetX), a customer relationship management platform for higher education institutions.
- Assist with new international student orientation, open house and accepted student events.
- Update/maintain policy and procedural manuals
- Other duties as assigned.

Required skills:

- Strong cross-cultural skills and appreciation for interacting with international students.
- Excellent personal computing skills, demonstrated ability to pay close attention to detail and work reliably and accurately with data for extended periods of time.
- Excellent verbal and written communication skills in English.
- Ability to prioritize and manage workload, and to multi-task in a fast paced, team-oriented, customer-driven environment.
- Strong customer service skills.
- Organizational skills, attention to detail, and the ability to work independently with the aid of a manual and to meet set deadlines.

Desired skills:

- Experience working with international students in a higher education setting or study abroad experience
- Experience with Microsoft Office, MaineStreet and ImageNow.

- Foreign language proficiency.
- Ability to be authorized to drive University of Maine vehicles with a valid US driver's license.

Compensation:

Compensation will be in the form of an 18-credit tuition waiver (per academic year) and a monthly stipend. The assistantship also covers 1/2 of the annual graduate student health insurance premium.

Interested candidates should send a résumé and cover letter to Orlina Boteva, Director of the Office of International Programs orlina.boteva@maine.edu by Sunday, April 1, 2018. Please write "Application for Grad Assistant Position" in the subject line.

Desired Anticipated Start Date: Wednesday, August 1, 2018