Graduate Assistant for Interdisciplinary Global Programs (IGP)

IGP Vision & Mission
NAU’s award-winning Interdisciplinary Global Programs (IGP) enables undergraduate students to complete a degree in a STEM or Business and a degree in language and culture studies to give students a truly revolutionary education. The IGP vision is a more stable, peaceful, and collaborative world led by interculturally competent global leaders skilled in working across linguistic and disciplinary borders. IGP serves nearly 400 students across 5 cohorts on-campus and abroad. Come join our CIE team of more than 70 full-time, part-time, and student staff representing 5 continents and 16 native languages!

General Duties & Expectations
- T.A. for IGP-specific Level 4 LAN 340 Online Course in the Fall
- Assist in student support services such as the processing of applications, excusals, withdrawals, and audits
- Administer main contact mailbox and phone for IGP and maintain contact database
- Manage and track student submitted materials
- Complete data analysis and corresponding reports and a summary dashboard of program data
- Build presentation content as needed
- Attend and support team meetings, IGP programming, recruitment events, and individual student meetings
- Lead and support special projects as they arise, in areas such as: research, international education, grant-writing support, and ambassadorship
- Assume a leadership role for IGP students and alumni
- Serve as a role model for student workers and IGP students

Expected Commitment
- 20 hours per week
- 2-year time commitment preferred, summer & winter negotiable
- Start date August 17, 2020 (one week prior to classes), earlier start date preferred

Minimum Qualifications
- Bachelor’s degree
- Enrolled in a graduate program at NAU
- International experience, either through living/studying abroad, working with international students, foreign language abilities, comfortable interacting with people from diverse backgrounds, etc.

Preferred Qualifications & Experience
- Data analysis – experience using program statistics for reporting
- Programming – experience organizing and facilitating educational, cultural, and social events across student and alumni audiences
- Work environment – able to manage multiple priorities and function in a variety of environments incl. events, office space, and representing NAU at off-campus activities
- Service-oriented – maintain a polite and professional attitude and follow established procedures and policies for serving our students, faculty, and staff
- Communication – strong written and verbal communication
- Social media and marketing – ability to execute marketing campaigns, social media posts on various platforms (Instagram, Facebook, Snapchat, etc.); design software experience and professional photography skills a plus
- Technology – MS Office suite (Excel, PowerPoint, Word, Outlook, Skype for Business Messaging); PeopleSoft, Salesforce, BbLearn, and Event Management tools a plus
**Salary**
- 100% tuition remission (fees not included)
- Health Insurance offered at no cost to you
- Stipend $12,000/academic year

**Reports to**
- IGP Program Manager

**Training**
- At least 20 hours of training will be provided at the start of the assistantship
- Additional training as required per the NAU Graduate College

**To Apply**
- Send a cover letter, resume, and two references with contact information to IGPgoEpic@nau.edu

For further information about the position, please contact our team at IGPgoEpic@nau.edu or 928-523-7501. Check out our website at nau.edu/IGP to learn more about our program.