The SOLES Global Center assistant coordinator is responsible for assistance with global course development, programs, marketing, and research. All team members work independently and collaboratively, depending on the work flow and assignments, reporting directly to the coordinator of the Global Center and the assistant dean.

**GENERAL JOB DESCRIPTION**

This position is primarily administrative and student support oriented. Assistant coordinators work closely with faculty in developing their study abroad courses, and particularly in setting up logistics and making arrangements for the courses. Event planning, understanding of course registration issues, marketing experience and a passion for global education are primary considerations in this position.

**SPECIFIC JOB DUTIES**

*Assist in Program Marketing:*
- Update and manage bulletin boards
- Produce program flyers
- Help manage website
- Advertising programs to students in classes and at information sessions

*Assist with Program Management:*
- Support faculty with global courses from proposal to post-trip meeting and evaluation
- Help process and record student applications
- Help with information dissemination to interested students and registered students
- Develop pre-departure modules

*Assist with Event Planning:*
- Assist in various planning details for Global Center sponsored events and as needed
- Marketing events for students, faculty and community
- Interfacing with others in SOLES

*General Duties and Responsibilities:*
- Assist with answering students’ questions and concerns
- Be a liaison between the center and all students
- Provide assistance with center newsletter
- Interface with campus international center
- Assist with any research as assigned
- Other tasks as assigned
BACKGROUND CHECK

Successful completion of a pre-employment background check is required after a contingent offer of employment is made. The contingent offer may be finalized once the background investigation has been completed and the results accepted by the university.

DATES OF EMPLOYMENT

• 12 month appointment beginning August 24, 2015
• 20 hours per week

COMPENSATION

• $20,000 salary
• 15 units of tuition scholarship
• Subsidized health insurance

JOB APPLICATION REQUIREMENTS

• Submit the following items in ONE document. Please title the document using your last name, first name and position (Example: Doe_Jane_GLOBAL)
  o letter of interest
  o resume
  o contact information for three professional references

TO APPLY

Submit all documents to by Monday, February 9th to leadershipstudies@sandiego.edu.

Selected candidates will be interviewed before or during the Campus Visit for admitted students on February 26th. (Phone interviews will be available as needed).