

Study Abroad Student Outreach Assistant Job Description

Study Abroad Student Outreach Assistants promote study abroad and global internship opportunities at Tippie and encourage students to become involved with international and domestic opportunities. This is a paid position that averages 0-5 hours per week with potential evening hours required for events. Additional hours may be needed for the UI Study Abroad Fair and Tippie College Study Abroad Fair.

Responsibilities include:

- Promote study abroad, virtual study abroad, and global internship opportunities
- Assist in promotional efforts including classroom announcements, student org announcements, info sessions, tables in Tippie, study abroad fairs, and a predetermined series of events throughout the semester
- Assist in planning study abroad returnee events
- Help promote and plan international education week events
- Engage with Tippie students through the Tippie Global Instagram account
- Manage study abroad takeovers on the Tippie Global Instagram account
- Attend team and individual meetings throughout the year to collaborate on outreach efforts and brainstorm new ideas for study abroad outreach and engagement

Required Qualifications:

- Admission to the Tippie College of Business
- Good academic standing
- Past or current participation in an in person or virtual study abroad or global internship program
- Ability to speak articulately and confidence speaking in front of large and small groups of peers
- Excellent organization skills and willingness to commit to calendar of events
- Demonstrates ability to work as a team, independently, take initiative, and provide/receive feedback
- Minimum of one full academic year remaining at UI

Preferred Qualifications:

- Pursuing a world language major or minor
- Pursuing the International Business Certificate
- Participation in multiple global opportunities- study abroad, internship abroad, GESAB, MBSA, and other global student organizations

How to apply:

Complete online application form.

Deadline: Monday, April 14, 2025

Email Sydney Johnson (sydney-johnson@uiowa.edu) in the Tippie Undergraduate Program Office any questions.

Interviews will occur the last week of April/first week of May.