CASNR Global Learning Hub: Graduate Assistantship Position Summer 2022-Spring 2023

Eligibility:
- Required: Master’s or PhD student within the College of Agricultural Sciences and Natural Resources
- Required: candidate must be in good academic standing, ready to begin their second semester or later of program (and/or at approved point of research progress per advisor)
- Required: advisor/committee’s approval to spend 20 hours/week for Summer-Fall 2022/Spring 2023 devoted to CASNR Global Learning Hub duties (hours can be flexible as needed)

Required Skills:
- Strong written and verbal communication
- Strong interpersonal skills: ability to interact professionally and cordially with students, staff/administration, international visitors, local and global partners
- Ability to take direction, work collaboratively in a team setting
- Ability to work in-person hours in Ag Hall on East Campus unless specified by the supervisor per task
- Initiative; ability to work and problem solve independently
- International experience and interest in global learning/development

Preferred Skills:
- Design and/or event marketing
- Strong organizational skills, ability to handle multiple projects at once
- Experience with digital and in-person events
- Familiarity & experience working with social media platforms (Twitter, Instagram, Facebook, LinkedIn)
- Knowledge of a second language in addition to English
- Experience studying or working in a different country

Plan of Work:
- Administrative
  1. Support and assist the globally focused IANR staff members by serving as point person for visitors to the Global Learning Hub space, executing primary office administrative responsibilities and facilitating team communication (in concert with ARD-GA)
     - Ensure the smooth daily operation of the office, including greeting internal/external visitors, addressing phone and email queries, managing office space and supplies
     - Coordinate conference room calendar and keep track of team’s whereabouts

- Programming, Campus Engagement, Marketing and Outreach
  1. Assist in the development and organization of the Global Learning Hub programming including leading events during Fall 2022 when current coordinator is on leave, co-leading and promoting events in spring of 2023. See example of 2022 semester programming.
  2. Assist various programming efforts as led by individuals within the office as needed
  3. Communicate and collaborate with other offices on campus to host student and scholars’ events as needed. Including CASNR Dean’s Office, Agricultural Research Division, academic departments, Global Strategies, and International Student and Scholar Office (ISSO) among others.
  4. Continue our organizational in-reach efforts by strengthening ties with student organizations, departments, faculty and students (including writing and disseminating feature articles about the latter two, e.g. Global Voices Spotlights).
  5. Manage the Global Learning Opportunities page and help identify and disseminate new opportunities
  6. Assist with hosting and coordination of international delegations, visiting scholars or fellowship groups (in concert with ARD-GA)
-Other desired duties and experience

7. Assist in updating existing list of international graduate students, post-docs, and visiting scholars within the Institute for quick access when searching for research connections in other countries
8. Design and implement independent projects that align with professional goals and office needs to support the internationalization efforts within CASNR/the Institute of Agricultural Sciences and Natural Resources

Desired but not required duties, per candidate’s skills:
1. Create promotional materials for upcoming events and programs led by the office
2. Co-manage the office’s social media accounts (specifically, Instagram); lead management of Twitter & Facebook during coordinator’s leave

To apply:
Please send CV, a brief statement of interest, and a letter of support from your advisor to Brianne at bwolf4@unl.edu