

Full Position Description

Isabella Cannon Global Education Center

Positional Title: Graduate Apprentice for Global Education

Department: [Isabella Cannon Global Education Center](#)

Brief Overview of the Department/Program: The Isabella Cannon Global Education Center (GEC), located in the Global Commons, supports the mission, academic programs, and advancement of Elon University. The GEC develops and facilitates experiential learning opportunities for the Elon community that promote understanding of the self, the world's peoples and cultures, and that provide a framework for lifelong intercultural learning. For more about GEC strategic goals, work and programs, please go to www.elon.edu/global

Position Description:

Primary Duties

- Attend bi-monthly Global Education Center meetings to keep abreast of office and institutional initiatives and priorities
- Hold weekly office hours for student advising
- Assist in liaising with several offices that work in partnership with the GEC
- Assist in pursuing Elon University's strategic goal of 100 percent access to global engagement
- Support University initiatives around diversity, equity, and inclusion and the GEC's DEI 5 year plan
- Draft and prepare effective correspondence with students, parents, faculty and staff with diplomacy, discretion and judgment
- Plan and lead pre-departure and post-experience community building activities and reflections
- Manage 2-3 short term programs (January Term faculty led travel courses)
- Research and develop new student pre-departure resources (e.g., web content)
- Facilitate workshops, panels and focus groups on global engagement around themes such as inclusive community, civic responsibility, academic excellence, universal design, and social justice
- Assist with events and partner visits
- Research among Elon peer and aspirant institutions for best practices in global programs
- Develop training materials for faculty and staff program leaders
- Analyze and code student survey response data and create plans/goals to address areas for improvement

Additional Responsibilities Required

- Draw on relevant coursework to connect learning to position responsibilities and to support/ further office and university goals
- Meet weekly with supervisor to get guidance on work and reflect on learning

- Meet with supervisor at start of year to develop a professional development plan, and each semester to update the plan, connecting apprenticeship to courses and career goals and complete written reflection at end of each year
- Occasional evenings and weekends are required throughout the year
- Provide information to be included in end of semester evaluation

Professional Development: Professional development opportunities will be offered to the Graduate Apprentice through existing campus-wide programs as well as local and regional International Education conferences/events such as the regional NAFSA (Association of International Educators) and the N.C. Association for International Educators, as well as other conferences which may be held in the region (Diversity Abroad conference, CIEE conference). The GEC will support a membership to a professional organization such as NASPA (National Association of College Student Personnel Administrators) or NAFSA during both years of the apprenticeship. In their first year, the Global Education Center will provide the apprentice with access to \$750 (contingent on budget approval) to support their involvement in professional conferences, drive-ins, webinars, and/or other professional development activities. During the second year, the MHE program provides each graduate apprentice with \$1250 in professional development funding (subject to budget approval). The Graduate Apprentice will write a professional development plan (PDP) during the first semester. With support from their supervisor, the apprentice will revise the PDP each semester, and utilize the plan to establish connections between coursework, career goals, and professional engagement opportunities.