

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) is a global hub for Elon university, with the mission of developing and facilitating experiential opportunities for the Elon University community that promote understanding of the self, the world's peoples and cultures, and that provide a framework for lifelong intercultural learning. This mission is realized through the management of Elon study abroad, Study USA, and international students and scholars (ISSS) activities. Additionally, the unit serves as a resource and promoter of Elon global programming and activities across campus and beyond. For more about GEC strategic goals, work, and programs, please go to www.elon.edu/global.

Position Description: This position will provide support for and help lead the GEC's outreach and communication efforts, in alignment with Elon's commitment to 100% access to global engagement and the Center's five-year Diversity, Equity, and Inclusion plan.

Communication & Outreach

- Assist in the development and implementation of a GEC outreach & communication plan
- Create and contribute to content for the GEC's website and social media channels
- Hold weekly office hours for student advising during GEC walk-in hours and in different parts of campus
- Set up tabling and represent the GEC at events

Events

- Organize and lead the GEC study away fair for prospective study away students
- Organize and lead study away information sessions, linked to GEC goals and the *2020-2025 GEC Diversity, Equity, and Inclusion Strategic Plan*
- Oversee the International Photo Contest, including managing the announcement & publicity, nominations, voting process, and display of images in the Oak House or another public venue
- Develop information sessions and workshops to guide students going through the education abroad planning process

Supervisory

- In collaboration with GEC fulltime staff, manage the GEC "Comm Squad" team of 3-4 student employees who work with GEC outreach and communications:
 - Set schedules, organize check-ins, and schedule meetings/retreats as needed
 - Hire student workers, provide orientations, manage time sheets, and oversee progress of student workers

Additional Responsibilities

- Draw on relevant coursework to connect learning to position responsibilities and to support/ further office and university goals
- Attend bi-monthly GEC meetings to keep abreast of office and institutional initiatives and priorities
- 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 GEC 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.