Position Overview

This position assists the Global Engagement Services Office in creating a more inclusive campus community through the development and implementation of dynamic campus programming. The Programming Coordinator will be responsible for coordinating programs including but not limited to Global Partners, Missoula International Friendship Program, International Student and Scholar workshops, and student fieldtrips. This position provides the opportunity to enhance individual skills in interpersonal communication, customer service, advertising, public relations, organization, public speaking, and writing.

Essential Job Functions

• Promote the Global Partners Program on an ongoing basis. Assist, plan, and implement Global Partners orientation session and events.
• Act as a liaison between the Missoula International Friendship Program and the Global Engagement Services office.
• Plan and implement International Student and Scholar workshops
• Plan and implement international student fieldtrips and special events.
• Maintain a regular schedule working at the front desk of the Global Engagement Services Office.
• Work on other projects as assigned.

Benefits

• Develop skills in a professional work environment.
• Enhance leadership, teamwork, customer service, and communication skills.
• Learn to use the knowledge of international matters and cross-cultural communication.
• Have the opportunity to work with individuals around the campus, including faculty, staff, and students.
• Experience an exciting, challenging, and rewarding job in a fast-paced, cross-cultural setting.
• Gain concrete experience to put on your resume.
• Earn up to 3 UM credits.

Requirements

Candidates for this position must meet the following:

• Be a UM student currently enrolled in an undergraduate/graduate degree program at UM, and be in good academic and judicial standing.
• Must be available to work at least 5-10 hours a week. Occasional evening and/or weekend hours may be required.
• Have a high level of written and oral communication skills.
• Be detail oriented, highly organized and resourceful.

Additional Desirable Attributes and Background

• Desire to work with international students and an office engagement in the global community.
• Experience with other cultures and intercultural situations
• Patience for helping students clarify their own needs, best interests, capacities, and resources

Application Instructions

Preference in hiring will be given to students who are able to commit to the position for the entire semester. All new hires must complete the mandatory training program. All positions will be open until filled and are for up to three credits per semester. We accept applications on a rolling basis.

Apply Today at:

https://umt.co1.qualtrics.com/SE/?SID=SV_eha0KxMqFtCFczj