

CENTER FOR GLOBAL INITIATIVES

Program Assistant

Work-Study Position

Job Summary

This position is responsible for assisting with competitive funding opportunities and collaborative programs that open access to global opportunities to all UNC students, especially those from diverse backgrounds, disciplines, and perspectives. The programs and awards include [Global Take-Off: Puerto Rico, Passport to GO!, Carolina Global Initiative Award, GO! \(Global Orientation\)](#), and the [VIMY Global Team Award](#). In your cover letter, be sure to explain which one of the programs or awards is of particular interest to you and why. This position helps plan, organize, and execute specific program meetings and general group sessions about pursuing global opportunities. This position builds and maintains relationships with peers, professionals, and organizations across campus and within the community to refine existing programs and potentially help create new ones.

Gain valuable professional experience relevant to global education and program management. Work with a small, upbeat team of creative staff who help [open access](#) to global opportunities to students traditionally underserved in this sphere through innovative programming and funding. Learn even more about what we do at cgi.unc.edu.

This position will be a pre-arranged schedule of 3-5 days per workweek, usually between 9AM & 5PM. Some events or tasks may require flexible working hours, such as occasional evening or weekend work.

Applicants from diverse backgrounds and disciplines are strongly encouraged to apply.

Job Requirements

- Experience in customer service and/or events planning is a plus
- Previous peer student engagement activity is a plus
- Must possess moderate computer and technology skills

- Moderate proficiency with Microsoft Office (notably Word and Excel) is required
- Candidates must be able to self-motivate and problem solve to work independently (at times) while also following instruction
- Communicating effectively and clearly verbally and in writing
- Ability to interact comfortably in diverse environments

If you consider yourself to not be a “typical” international traveler or study abroad student in some way, that is also a plus! Here is how we are thinking about [diversity, broadly defined, as well as a more comprehensive definition of global opportunities](#).

Intermediate Spanish speakers preferred (especially if interested in assisting with Global Take-Off: Puerto Rico).