

Education Abroad Curriculum Design Graduate Student Intern

JOB DESCRIPTION:

The Curriculum Design Graduate Student Intern is responsible for providing general support in the creation and redesign of education abroad workshops and advising materials.

Pay Rate: not compensated.

ESSENTIAL DUTIES:

- Assists in the development of course materials for delivery of face-to-face, hybrid, and online education abroad courses/workshops.
- Assists Marketing and Communications Graduate Student in the coordination of HAAC and EA outreach projects and marketing and promotion of education abroad programs.
- Work with EA staff to identify the target audience's training needs
- Assists in the review of courses/workshops during the design, development and delivery phases for sound pedagogical and instructional design practices.
- Assists in creating supplementary student guides and resources.
- Assists in developing a range of digital resources to optimize learning and retentions of education abroad materials outside of formal settings.
- Assists in the development and implementation of assessment to measure the effectiveness of the workshop materials and collect feedback from students.
- Perform other duties as assigned.

REQUIREMENTS:

- Currently pursuing a graduate degree in the Education or relevant degree program.
- Knowledge of learning theories and instructional design models
- Must be proficient with Windows, Mac OS X, iOS, and/or Android operating systems.
- Must be proficient with Microsoft Office applications such as Word, Excel, and PowerPoint.
- Must be proficient with Google Drive applications, such as Docs and Sheets.
- Attention to detail, excellent time management, and organizational skills.
- Strong verbal communication and writing skills.

PREFERENCES:

- High energy, creative, and out-of-the-box thinking.
- Cross-cultural sensitivity and willingness to learn.
- Ability to work in a fast-paced environment with competing deadlines.
- Ability to work independently as well as in a team.
- Knowledge of Education Abroad is strongly encouraged, but not required.
- Strong visual sense, creative flair, out-of-the-box thinking. Familiarity with UCR brand guidelines.

WORK ENVIRONMENT

Work will take place remotely and when campus re-opens fully, in a professional office environment (Skye Hall, room 339).

WORK SCHEDULE

Hours may vary, depending on class schedule and department needs. Generally, expect to work 10 to 19 hours per week during normal business hours (Monday – Friday, approximately 9am – 5pm). Candidates must be willing to flex hours as available for events.

Graduate Student Intern will be supervised by the Assistant Director of Education Abroad.