Graduate Assistant Job Description

Emory Global Engagement is seeking a graduate assistant for the 2025/2026 academic year to support the strategic aims and data management needs of the office. The GA will primarily update and re-imagine the Emory global engagement dashboard: https://global.emory.edu/world/map-secure/index.html. This involves collecting, analyzing, organizing, and visualizing data that showcases the breadth of Emory's global engagement including faculty, study abroad, international students, alumni, and more. Other duties may include assisting with strategy development and presentations to internal and external stakeholders.

This position is open to all Emory graduate students but may be of particular interest to those working in data strategy and global development, including (abut not limited to) majors: behavioral/social/health education sciences, bioethics, computer science, digital scholarship, development practice, economics, global health and development, public health, political science, quantitative theory and methods, and sociology.

About Emory Global Engagement

EGE is dedicated to the support, promotion, and expansion of Emory's international engagement. Through the strategic internationalization of programs, curricula, and research, GSI supports creative global initiatives, fosters cross-unit collaboration, promotes a culturally vibrant and diverse campus, and coordinates Emory's international resources and partnerships. Learn more about EGE by visiting the website at https://global.emory.edu/index.html.

Specific job duties:
- Collect, clean, and analyze data from internal and external stakeholders
- Update and reimagine Emory's global engagement map, hosted through Tableau
- Create data visualizations through Tableau for diverse audiences
- Assist with data migration and process implementation

Desired qualifications
- Data management and visualization skills (ideally with experience in Tableau, Qualtrics, Salesforce, Microsoft Office, etc.)
- Attention to detail and organizational skills
- Demonstrated ability to work independently
- Ability to work well with people from all backgrounds
- Preferred experience living or working in multiple countries

Duration and compensation
- Paid Graduate Assistantship: $18-20/hr, depending on experience
- Duration of assignment: September 8th, 2025 – May 15, 2026*
- Hours per week: 10

Who can apply: Open to all Emory graduate students

*Continuation of assistantship to Spring semester is contingent upon the student's evaluation at the end of the Fall semester

Deadline to apply: Applications are being accepted until position is filled

How to Apply: Send resume, statement of interest, and two references to Natalie Cruz at natalie.cruz@emory.edu.

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