Job Description:

Emory Office of Global Strategy and Initiatives is seeking a graduate assistant to support the Atlanta Global Partnerships portfolio.

The Office of Global Strategy and Initiatives (GSI) supports, promotes, and expands Emory University’s global engagement. The university’s strong international network of academic, nonprofit, and governmental partners stems from its unique advantage of being located in the globally connected City of Atlanta. Recognizing that Atlanta is a gateway to the world, GSI launched Atlanta Global Partnerships (AGP) to facilitate and steward conditions for synergy among groups engaging in international work within the Emory and Atlanta communities. The graduate student will support the three pillars of AGP: Student Partnerships; Faculty Partnership; and Partner Engagement.

Specific job duties:

• Gather and input data
• Organize electronic files of proposal submissions
• Support students and faculty with the services that AGP provides
• Research and review articles on higher education trends and relation to the community
• Document Emory’s international activities and liaise with Global Atlanta Newsletter
• Provide technical and logistical support with new initiatives in the AGP portfolio

List of qualifications

• Technical skills
• Attention to detail and organization
• Demonstrated ability to work independently
• Punctual and meet deadlines

Duration and compensation

• Paid Internship, $15/hr
• Duration of assignment: September 1, 2022 - June 1, 2023*
• Hours per week: 10

Deadline to apply and Who can apply: Applications are being accepted until position is filled. Open to all Emory graduate students.

How to Apply: Send resume and statement of interest to Obse Ababiya at obse.ababiya@emory.edu

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