GLOBAL SAFETY AND SECURITY: GLOBAL SAFETY WORK-STUDY STUDENT

DEPARTMENT: Global Safety and Security

JOB DESCRIPTION:

Available Fall 2018

The Office of Global Safety and Security is looking for an internationally-minded student interested in helping Northwestern students, faculty and staff prepare for their international experiences.

Responsibilities will include:

- Help keep track of Northwestern students traveling abroad and maintain student traveler databases
- Update and enhance website content
- Assist in designing & updating presentations and trainings
- Connect students to resources provided by the OGSS and past travelers
- Help with other administrative duties as needed such as scheduling and organizing meetings, managing catering orders, etc.

QUALIFICATIONS:

Must be an NU undergraduate student with a Federal Work-Study allotment for the 2018-19 academic year.

Work between classes during weekday office hours, 9-5 pm, generally 8-10 hours per week (based on work-study allotment). The office is located at 1800 Sherman Ave (corner of Sherman & Clark). Preference given to students who plan to or have already studied abroad or completed an international experience such as an internship, research grant or volunteer service. Experience using Microsoft Excel, PowerPoint, Prezi, Adobe Acrobat, Qualtrics, and presentation software such as Powtoon or Storyline, helpful.

Gain valuable, hands-on experience and learn about a variety of opportunities for international travel through Northwestern and partner organizations.

Please email a brief cover letter with resume attached to contact below.

PAY RATE: $12.00/hr

CONTACT NAME: Beth Osterlund

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