



Study Abroad Assistant

The Else School of Management is seeking a graduate student to support Drs. Harvey Fiser and Jesse Beeler who manage the Else School's International studies programs. Millsaps students are able to study abroad through two programs; Merida, Mexico and the Business European Experience. The student selected for this assistantship, must have a strong desire to travel to one or both of the programs.

Duties:

- Assist with administration and logistics of the program.
- Organize informational meetings for interested students.
- Communicate program details to participants.

Qualifications:

- Detail-oriented, organized, and capable of prioritizing tasks.
- Mature individual capable of handling information with discretion.
- Able to work with different cultures.
- Able to work independently.

Preferred Skills:

- Desire to travel internationally.
- Proficient with Microsoft Office Suite software.
- Strong communication skill.

Eligibility:

- Admitted and enrolled to a Millsaps graduate program.
- Enrolled full-time (minimum of 9 credit hours)
- US citizen, permanent resident, or international student.

Additional Benefits:

- \$1,000 scholarship, plus additional funding to support your study abroad experience

Work and Compensation:

- Graduate Assistants will work part-time for Fall and Spring semesters.
- The salary for the 2023-2024 academic year is \$2,000 per semester. Paychecks will be distributed on a monthly basis (Sept, Oct, Nov, Dec; Feb, Mar, Apr, May)

How to Apply and Deadline:

- Submit your cover letter and resume: <https://www.surveymonkey.com/r/NP3LBGL>
- Deadline: May 1.

Have questions?

Contact Christine Rials, Director of Graduate Admissions

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601-519-0609