



PROGRAM ASSISTANT UNIVERSITY STUDIES ABROAD CONSORTIUM (USAC)

SUMMARY INFORMATION

Location	London <i>Since USAC does not occupy a physical space in London, most of the Program Assistant's work will be done in the field or from home.</i>
Hours	Part-time <i>The Program Assistant will complete occasional weekend and evening work.</i>
Salary	£15.00 - £18.00 per hour <i>The Program Assistant's hours will typically include weekend day field trips and occasional evening work. However, variations in work schedule may occur depending on program requirements.</i>
Contract Term	2nd September 2024 to 31st December 2024 <i>Reappointment after 31st December 2024 will be evaluated based on operational requirements.</i>
Closing Date	19th July 2024 <i>Applications will be considered until a suitable candidate is found.</i>

ABOUT USAC

The University Studies Abroad Consortium (USAC) is a U.S.-based non-profit organisation that provides affordable study abroad programs to university students. Since 1982, USAC has provided affordable, valuable study abroad programs, today USAC offers more than 50 programs throughout the world, including four program locations in England (Brighton, Bristol, London, and Reading). In addition to participating in USAC's summer programs in London, students may study for a semester or year at the University of Brighton, the University of Bristol, London Metropolitan University, or the University of Reading.

USAC's mission is to provide students with the opportunity to develop the knowledge, skills, and attitudes to succeed in the global society of the 21st century. We strive to provide an authentic, quality context in which students may grow into engaged citizens of the world, not only in the classroom but also through field trips, integrated living and academic experiences, sports, internships, and volunteer and service-learning opportunities.

Learn more at <https://usac.edu/>.

POSITION OVERVIEW

USAC seeks a qualified and energetic Program Assistant to support its operations in England. The part-time Program Assistant will accompany students and the Resident Director on field trips and activities in London and throughout the U.K., and support the work of USAC England's Resident Director.

KEY RESPONSIBILITIES

- Provide support to the Resident Director during welcome, orientation, and farewell activities.
- Support the Resident Director in delivering an engaging programme of field trips and activities for USAC students by accompanying the Resident Director and students on these excursions.
- Contribute to field trip programming (e.g. socialising with students and encouraging student participation or facilitating ice-breaker activities and trivia quizzes).
- Assist the Resident Director in addressing and managing perceived and actual risks or student emergencies that may occur during field trips and activities.
- Perform other duties as assigned by the Resident Director.

ELIGIBILITY

Applicants must have the right to work in the U.K. and demonstrate the following qualifications, experience, skills and attributes.

QUALIFICATIONS

- Strong organisational skills
- Strong time management skills
- Strong written and oral communication skills
- High-level of enthusiasm and positivity, especially during day-long field trips and activities
- Ability to work independently *and* in collaboration with the Resident Director
- Familiarity with the U.S. system of higher education and needs of U.S. university students (preferred)
- Background in programming and/or event coordination for university students (preferred)
- Background in study abroad or international education (preferred)

APPLICATION DETAILS

Please submit a letter of interest (no longer than one page) and your current CV to Dr. Dara Fleming-Farrell (dara.fleming-farrell@usac.edu) USAC's London-based Resident Director by Friday, 19th July 2024. Applications will be considered until a suitable candidate is found.

EQUAL OPPORTUNITY STATEMENT

The University Studies Abroad Consortium is an Equal Opportunity/Affirmative Action employer committed to diversity as a core value. We support equal access and welcome applications from individuals of all backgrounds, experiences, abilities, and perspectives.