



# Institute for International Business

UNIVERSITY OF COLORADO **DENVER**

## **Graduate Assistantship or Graduate Teaching Assistantship**

### **OVERVIEW**

The University of Colorado Denver's Institute for International Business (IIB) serves as the center for the advanced study and teaching of international business at the University of Colorado. It is also home to CU Denver's Center for International Business Education and Research (CIBER), a prestigious designation by the U.S. Department of Education awarded to 15 universities across the nation to serve as centers of international business expertise and promote U.S. global competitiveness for students, faculty, and American businesses. CU Denver Business School has Colorado's only CIBER and is one of the longest standing CIBER institutions.

The University of Colorado Denver's Institute for International Business is hiring for two unique positions: Graduate Assistant, or Graduate Teaching Assistant.

### **PRIMARY DUTIES**

#### **Graduate Assistant**

Assist in IIB/CIBER initiatives, as needed, including but not limited to:

- Research projects on IB topics
- Assist to plan and implement various IIB/CIBER events and programs
- Daily administrative tasks
- Marketing and promotion
- Social media

#### **Graduate Teaching Assistant:**

- Assist with class operations and attend classes for your respective instructor
- Teaching: assist in course content updating and grading
- Research: occasional elementary research with detailed guidance
- Prepare and organize materials as requested by the instructor
- Help students individually and in groups as needed.
- Attend weekly courses remotely and in-person (when in session)

Note: The above list of duties is not inclusive. As a center of excellence in international business education, the IIB is engaged in dozens of activities each year. The Graduate Assistantship and Graduate Teaching Assistantship's specific assignments will be aligned with the IIB's priorities and the applicant's interests and qualifications.

### **TIME REQUIREMENT/PAY**

Graduate Assistantship and Graduate Teaching Assistantship positions require 10-20 hours per week and will be paid \$14.77/hour

**Work mode: 100% remote in the summer with in-person meetings in the Fall 2021 at the earliest**

## REQUIRED SKILLS

### Graduate Assistant:

- Interest in international business, global supply chain and logistics, global e-commerce, digital globalization, and disruption, and/or international entrepreneurship
- Program/project management skills to help plan multiple events/programs at a time
- Comfortable speaking to others to recruit program attendees
- Ability and flexibility to multi-task and work on various projects concurrently
- Demonstrated proficiency with Microsoft Office Suite, particularly PowerPoint, Word and Excel
- Research skills
- Experience with eLearning and virtual meeting platforms (Canvas, Zoom, Skype, etc.)
- Strong written and verbal communication skills

### Graduate Teaching Assistant:

- Experience in planning, organization, coordination of activities
- Effective at establishing and maintaining effective professional relationships
- Demonstrated proficiency with Microsoft Office Suite, particularly PowerPoint, Word and Excel
- Research skills
- Experience with eLearning and virtual meeting platforms (Canvas, Zoom, Skype, etc.)
- Strong written, verbal, and public communication skills

## HOW TO APPLY

Please email a resume and cover letter to Angelo Gallegos, IIB/CIBER Senior Program Coordinator, at [Angelo.gallegos@ucdenver.edu](mailto:Angelo.gallegos@ucdenver.edu) to apply.

*"Working as a Teacher's Assistant with the Institute for International Business, I earned the unique opportunity to work closely with international business students and faculty who shared their valuable insights of the professional realm. I am extremely grateful of this opportunity because it provided me with relevant work experience and advice I can carry over into my career." – 2021 IIB Graduate Research Assistant and Teaching Assistant, Elizabeth Chemey*