



Graduate Assistantship—Institute for International Business

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 for 16 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.

The IIB was established in 1988, and first received the CIBER designation in 1992, marking 2023 as our 35th year in existence and our 31st year as a CIBER.

PRIMARY DUTIES

- Assist with the organization and implementation of selected internationalization activities and programs (e.g., Faculty Development Programs in International Business, International Executive Roundtables, CIBERVets programming, IIB Partnership with various outside organizations)
- Assist in implementing new IIB programs (e.g., collaboration with Tribal colleges, life-long learning and subscription programs for alumni)
- Conduct research and development of dynamic cases and to support key IIB program initiatives

Note: As a center of excellence in international business education, the IIB is engaged in dozens of activities each year. The Graduate Assistantship's specific assignments will be aligned with the IIB's priorities and the applicant's interests and qualifications.

TIME REQUIREMENT/PAY

Graduate Assistantship position requires 10-15 hours per week and will be paid \$18.29/hour

REQUIRED SKILLS

- Interest in international business, global supply chain and logistics, global e-commerce, digital globalization and disruption, and 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 oral communication skills

HOW TO APPLY

Please email a resume and cover letter to Kaela Kalabany, Program Coordinator, IIB/CIBER at kaela.2.kalabany@ucdenver.edu.