

Events Graduate Assistant

Temporary Part-Time Graduate Assistant Position

20 Hours per Week | Fully Remote (located in USA) |

August-December 2026

AIRC: The Association of International Enrollment Management seeks a part-time Events Graduate Assistant who will play a key role in supporting the planning, coordination, and successful execution of the association's premier annual event. The assistantship will take place from August to December 2026. We welcome applications at search@airc-education.org.

To apply, please provide a detailed résumé and a cover letter outlining your interest in and qualifications for the position. The deadline for priority consideration is Wednesday 15 July 2026. Selected candidates will be invited for virtual (video) interviews. AIRC's preferred start date for this position is 10 August 2026.

Please contact search@airc-education.org with any questions about this opportunity.

About AIRC

Founded in 2008, AIRC is the Association of International Enrollment Management. AIRC is a 501(c)(3) non-profit membership association of accredited secondary and post-secondary institutions, service providers, and certified student recruitment agencies which work together to establish quality standards for international recruitment and enrollment. AIRC is registered as a Standards Development Organization with the U.S. Department of Justice and the Federal Trade Commission.

Our Mission

AIRC champions the interests of international students, educational institutions, and educational agencies through the development of professional standards and partnerships that advance effective and strategic practices in international enrollment management. We develop standards, certify agencies, offer training and networking opportunities, advocate for ethical practices, and provide resources to improve international student recruitment and enrollment.

International Enrollment Management

International Enrollment Management (IEM) is the field of professional practice concerned with the recruitment, enrollment, and success of international students. IEM integrates marketing, admissions, student services, and retention strategies into a coordinated framework designed to align international enrollment outcomes with organizational mission and long-term sustainability.

Diversity, Equity, and Inclusion Declaration

AIRC welcomes our diverse members' unique contributions through their life experiences and social identities which include, but are not limited to; age, ancestry, belief, color, culture, disability, education, ethnicity, gender identity and expression, languages spoken, marital status, nation of origin, race, religion/spirituality, sex, and sexual orientation. For more details on AIRC's commitment to fostering a diverse and welcoming community, please see the Mission & Vision page on the AIRC website.

About the Events Graduate Assistant (GA)

The Events Graduate Assistant plays a key role in supporting the planning, coordination, and successful execution of the association's premier annual event. Working closely with AIRC staff and conference stakeholders, this part-time position provides administrative support in event management, member engagement, communications, logistics, and project coordination. The Graduate Assistant will contribute to all phases of conference planning, from pre-event preparation through on-site implementation and post-conference assessment, helping to deliver a high-quality experience for attendees, sponsors, exhibitors, and presenters.

Supervision Received

The Events Graduate Assistant (GA) is a member of AIRC's small staff team and reports to the Director of Membership and Community Engagement (MCE), while working closely with the Director of Standards, Certification and Training (SCT), Executive Director (ED), and Administrative Coordinator (AC).

Job Duties

Key responsibilities include:

- Assist with the planning and coordination of the AIRC Annual Conference, including day-to-day operations, networking events, plenary sessions, and social activities.
- Support conference project management by maintaining planning timelines, task lists, and event documentation.
- Coordinate communication with sponsors, exhibitors, vendors, and conference attendees.
- Support conference registration processes, attendee communications, and customer service inquiries.
- Help manage conference databases, registration reports, and participant records.
- Coordinate logistics for conference rooms, audiovisual needs, signage, catering, transportation, and on-site event operations.
- Assist with exhibitor and sponsor relations, including fulfillment of sponsorship benefits and exhibit hall coordination.
- In collaboration with the Social Media Contractor, develop and distribute conference marketing materials, email campaigns, social media content, and promotional communications.

- Create and update conference materials, including program guides, schedules, attendee communications, and event signage.
- Provide on-site event support, including registration desk management, speaker assistance, session monitoring, and attendee services.
- Troubleshoot logistical and operational issues during conference events to ensure a positive attendee experience.
- Assist with post-conference evaluation activities, survey distribution, data analysis, and preparation of outcome reports.
- Support the collection and organization of conference photos, testimonials, and event documentation for future marketing and reporting purposes.
- Perform other event planning, administrative, and project-related duties as assigned.

Essential Qualifications

- Admission to and enrollment in an accredited graduate degree program.
- Ability to maintain full-time student status (if required by the institution).
- Minimum cumulative GPA of 3.0 on a 4.0 scale, or as required by the university.
- 1+ year of experience in events management, hospitality, or similar field.
- Ability to work independently and collaboratively in a professional environment.
- Strong communication, analytical, prioritization, and project management skills.
- Proficiency with software including office functions (Microsoft Word, Excel, and PowerPoint or similar) and constituent relationship management (CRM).
- Curiosity about and passion for working with people from a wide array of global cultures and perspectives.
- Commitment to AIRC's mission; vision; and diversity, equity, and inclusion statement.

Preferred Qualifications

- Academic background relevant to events, hospitality, or similar field.
- Experience studying or working abroad.
- Familiarity with Neon CRM, Pheedloop events software, and OpenLearning LMS or similar programs.

Working Conditions

This position is fully remote and is characterized primarily as office work. The successful applicant will be responsible for ensuring access to a clean, ergonomic, and effective home office environment per AIRC's staff policy.

This part-time position requires 20 hours per week, Monday through Friday. Each employee's standard working hours are negotiable within certain parameters so long as AIRC's core needs are covered. The GA may rarely be required to work outside of standard working hours to accommodate global time zones. The position also requires at least one week of domestic work travel per year, from November 30 to December 4 for the AIRC Annual Conference, which may include evenings and weekends as needed. This non-exempt position is eligible for

supplemental pay during required travel weeks, and overtime for hours worked over 40 in one week.

For students completing the graduate assistantship for academic credit, AIRC will engage in the academic process, with an AIRC staff member serving as the student's faculty advisor, as appropriate and consistent with university requirements.

The successful candidate must live in the United States and hold US work authorization. AIRC is unable to sponsor any visa or immigration status for this position.

Compensation

The hourly rate for this part-time, 20 hours per week position is \$21 per hour.