Graduate Assistant for Cross Cultural Friendship Program  
(Fall 2016/Spring 2017)

**Duties:**

- Oversee Cross Cultural Friendship Program which includes:
  - Pair international students with American students who share the same interest in order for them to learn about each other’s culture
  - Organize and implement activities each month/throughout the semester
  - Plan and conduct orientation session (must include ice-breaker and/or cultural values/differences activity)
  - Develop and maintain a budget for each activity
  - Maintain and update member database
  - Submit proposed semester activities and dates to supervisor
  - Submit written report after each activity and include:
    - Details of activity
    - Number of participants
    - Costs
    - Evaluation of event
  - Submit end-of-semester summary report for the program

- Assist with:
  - International Student Orientation (during the week before classes begin fall and spring semesters)
  - International Conversation Hours
  - Annual International Festival
  - Study Abroad Fair
  - Other programs and events

- Running errands – involves walking and/or driving

- Other duties as assigned

**Requirements:**

- Proficiency in Microsoft Word, Excel, Publisher, PowerPoint
- Willingness and patience to communicate effectively with international students
- Creativity skills
- Work well with others (as a team)
- Ability to speak and present to large groups
- Organized, motivated & willing to work flexible hours including the occasional weekday evening/wknd.
- Must possess driver’s license and be comfortable driving both 7 and 15-passenger vans
- Maintain regular office hours (20 hrs. per week)
- Keep office area organized and neat
- Notify supervisor of your absence from the office in advance

Interested students should send resume to:  
Ms. Angie Threatte  
Office of International Programs & Services  
Forest Drive Building Rm. 1321  
Phone: 912-478-0570  Fax: 912-478-0824  
Email: athreatte@georgiasouthern.edu