Graduate Assistant for International Extended Families Program (IEF)

The Office of International Programs & Services is seeking a graduate assistant for Spring 2017. The position includes the following responsibilities:

- Overseeing International Extended Families Program (IEF)
- Assist with International Conversation Hour
- Oversee “It’s a Small World” at Annual International Festival
- Assist with coordination of International Education Week (IEW)
- Coordinate Annual International Fashion Show
- Assist the Coordinator of International Programming and Events with tasks as needed
- Assist with International SOAR Orientation
- Oversee reservation and inventory of international flags
- Maintain regular office hours (20 hrs. per week-4 hrs. per day)

Qualifications

- International or study abroad experience
- Creativity skills
- Organized, motivated, and willing to work flexible hours including the occasional weekday evening or weekend
- Ability to present effectively to large groups/classes (Spoken English must be good)
- Willingness and patience to communicate effectively with international students
- Possess a valid driver’s license and be comfortable driving both 7-passenger mini-van and 15-passenger van – GA responsible for transporting IEF members to event/activities
- Other desirable qualities include good interpersonal and communication skills and confidence in meeting the public, and an ability to work efficiently and independently but to enjoy contributing to the efforts of the team

If interested, please send cover letter and resume to Angie Threatte (Forest Drive Bldg. Rm. 1321)