International Student and Faculty Services (ISFS)

Position: Graduate Assistant for ISFS
Remuneration: Minimum $11,000.00/academic year (plus tuition waiver provided by academic department)
Contact Person: Diane Cahill, Director, ISFS

Position Description

The ISFS Graduate Assistant will develop professional expertise in the field of international student services by assisting the ISFS staff with advising, programming, and support services for international students. This position is designed to give the Graduate Assistant a wide range of experiences in international student services over a two-year period. It is expected that the Graduate Assistant will make an initial two-year commitment when accepting the position. At the end of the fall semester in the first year of employment, the Graduate Assistant and their supervisor will discuss with the Director of ISFS whether the Graduate Assistant will return for the second year. The decision will be based on the Graduate Assistant’s interest and performance as well as department needs.

Position Responsibilities

Primary responsibilities in the first year:
➢ Co-ordinate the Spring 2019, Summer 2019, and Fall 2019 international student orientation programs and assist with on-going retention programming;
➢ Supervise staff of five to ten Peer Advisors that facilitate the international student orientation program;
➢ Assist with Peer Advisor selection and training;
➢ Evening and weekend commitments are required.

Primary responsibilities in the second year:
➢ Co-advice the International Student Union (ISU);
➢ Facilitate leadership development opportunities for the ISU Executive and member organizations;
➢ Evening and weekend commitments are required.

On-going responsibilities throughout the two-year period:
➢ Attend weekly ISFS staff meetings;
➢ Assist with various ISFS programs and services for international students as assigned;
➢ Assist as needed with the planning and implementation of cross-cultural workshops and immigration information sessions;
➢ Other duties as assigned; some evening and weekend commitments are required.

In the first year, the Graduate Assistant must be available to work during the two weeks prior to fall semester, during winter break, and during the summer between the first and second year because of international student orientation. Exact employment dates will be provided to candidates during their interview.

The Graduate Assistant is expected to work a total of 300 hours over the course of each semester inclusive of time worked prior to the start of the semester. This averages out to approximately 20 hours per week. Summer employment between the first and second year averages 20 hours per week and will be compensated at an hourly rate equivalent to the academic year stipend.

To apply, please submit your application materials at http://www.ohiouniversityjobs.com/postings/29592

To apply, you will need your resume, cover letter, a list of professional references, and your autobiographical sketch/personal statement. You may apply for up to six graduate assistantships at Ohio University. For general questions on the GA application process, please contact: Elizabeth Stermer, Graduate Assistant for the Office of the Dean of Students at es933317@ohio.edu or (740) 593-1800.

Questions regarding the above position should be directed to: Diane Cahill, Director of ISFS at cahilld@ohio.edu