

## **International Student and Faculty Services (ISFS) Job Opportunity**

Position:	Graduate Assistant
Remuneration:	Minimum \$9,000.00/academic year (tuition waiver must be provided by academic department)
Contact Person:	Annie Dievendorf, International Student Advisor, ISFS
Supervisor:	Krista McCallum Beatty, 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 range of experiences in international student services over a one-year period.

### **Position Responsibilities**

#### Primary responsibilities:

- Co-advise the International Student Union (ISU) Executive Board
- Facilitate leadership development opportunities for the ISU Executive and member organizations
- Evening and weekend commitments are required

#### Other responsibilities:

- 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

### **Additional Information**

Two weeks of summer employment will be available from June 15<sup>th</sup> until June 26<sup>th</sup>. Summer employment is fifteen hours per week and will be compensated at an hourly rate equivalent to the academic year stipend. Availability for summer employment is preferred but not required.

The Graduate Assistant must be available to work twenty hours per week starting August 17<sup>th</sup>, the week prior to the start of fall classes. This is a twenty hour per week assistantship.

**How to apply:** Please email all application materials to Annie Dievendorf at [dievendo@ohio.edu](mailto:dievendo@ohio.edu) or drop off hard copies to ISFS at the Walter International Education Center. To apply, please submit your resume, cover letter, and a list of three (3) professional references and their current contact information including a phone number. **Applications are due no later than June, 5<sup>th</sup> at 5:00pm.**

**Questions regarding the above position should be directed to:** Annie Dievendorf at [dievendo@ohio.edu](mailto:dievendo@ohio.edu)