

**Location:** USF – Tampa Campus

**Department:** Office of International Services

**Position Title:** Graduate Assistant for Intercultural Programs

**Time Period:** 2018-2019

**ABOUT OUR OFFICE**

The mission of International Services is to promote awareness, understanding and compliance of federal immigration regulations and university policies while supporting and enhancing the academic, cultural and social experiences of all international students, scholars and staff at the University of South Florida.

**POSITION DESCRIPTION**

The Graduate Assistant (GA) for Intercultural Programs supports the Office of International Services (OIS) in the planning and execution of student programs. The individual will report to the Assistant Director for Intercultural Programs and assist with the design and facilitation of events, including but not limited to the International Sash Ceremony, Wednesdays with World, International Education Month, new student and scholar orientations, document checks, cultural workshops, and adventure trips. Specific responsibilities include developing a weekly list of programming for students, maintaining the OIS event calendar, representing OIS at campus-wide events, developing content to promote OIS programs and services, setup/breakdown at major events, and other duties as assigned. This position involves some evening and weekend availability.

**DUTIES & RESPONSIBILITIES**

* Coordinate Wednesdays with World, our “international coffee hour” program
* Organize the International Sash Ceremony for graduating international students
* Supervise OIS student volunteer core and advisory board
* Develop and facilitate a series of weekly workshops designed to acclimate international students and scholars to life in the United States
* Co-advise the International Student Association (ISA)
* Collaborate with campus and/or community partners to offer programs such as Glo-Bull Beginnings Week, International Buddy Program (iBuddy), International Festival, and Week of Welcome events
* Organize weekly English conversation groups for international students and scholars
* Provide support for OIS at document checks, new student information sessions, and orientations
* Manage outreach to international students, including the creation of an OIS newsletter, maintaining the OIS event calendar, and creating content on social media
* Represent the Office of International Services at campus-wide programs and events
* Attend weekly staff meetings, one-on-one meetings with the Assistant Director for Intercultural Programs, and student organization events as assigned
* Assist Assistant Director for Intercultural Programs in the creation of new programs and services for international students and scholars as needed

**LEARNING OUTCOMES**

* GA will gain an understanding of the different functional areas within international education
* GA will evaluate existing programs and services and offer strategies for improvement
* GA will identify opportunities to better serve international student populations and create programs and services to meet those needs
* GA will demonstrate a knowledge of program planning and event management skills
* GA will cultivate intercultural communication skills through interactions with international students and scholars
* GA will obtain experience advising multicultural student organizations and committees
* GA will coordinate with campus partners to offer campus-wide programs to support international students and scholars
* GA will apply knowledge of international student services by developing content for workshops, presentations, information sessions, and other events