The Center for International Education is part of the Multicultural Student Center at Canisius College which also includes the ALANA Student Center, the office that supports students from African American, Latinx, Asian, and Native American backgrounds.

TITLE: Canisius College  
Center for International Education  
Office of Study Abroad and International Student Programs  
Graduate Assistantship

SUPERVISOR: Mr. Brian P. Smith, Director  
Study Abroad and International Student Programs  
Student Center 003  
Buffalo, New York 14208  
(716) 888-2400

QUALIFICATIONS: The ideal candidate will possess an interest in and/or experience with study or travel abroad initiatives, as well as working with international students. The graduate assistant should also possess strong interpersonal, organizational, and communication skills (both oral and written). S/he should be computer proficient, enthusiastic, outgoing, and willing to take on multiple tasks. A strong attention to detail is extremely important in this position.

TERMS: August 9, 2021 through May 21, 2022 (one year appointment)

The position requires twenty-five (25) office hours of per week. In addition, the graduate assistant must be available each semester for some evening and weekend responsibilities for both Study Abroad activities and International Student programs. You may be asked to assist in other areas of the Multicultural Student Center or Student Affairs if needed.
COMPENSATION:

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<tr>
<td><strong>Tuition</strong></td>
<td>100% tuition waiver of program cost (anticipated)</td>
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<tr>
<td><strong>Meal Plan</strong></td>
<td>$1350/year</td>
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<tr>
<td><strong>Stipend</strong></td>
<td>$2000/year</td>
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Subject to final budget approval.

DUTIES AND RESPONSIBILITIES

1. Responsibilities of this position include promotion and coordination of the campus’ study abroad programs.
   a. Advertising study abroad opportunities on campus.
   b. Respond and meet with students regarding study abroad questions.
   c. Managing study abroad applications.
   d. Facilitating application procedures with partner institutions.
   e. Following up with students regarding the application process.
   f. Aiding in visa process.
2. Update and develop brochures, application forms, and publicity flyers for Canisius study abroad programs.
3. Schedule and coordinate Study Abroad Information Sessions on a semester basis.
4. Plan and facilitate Study Abroad Re-entry Sessions for returning students.
5. Assist the Director in the planning and execution of the Study Abroad Pre-Departure Orientations (on a semester basis).
6. Maintain and update study abroad file and library.
7. Assist the Director with various office projects as needed including official visits from international exchange partners, survey development, study abroad evaluation forms and surveys from outside sources.
8. Recruit students to assist at various study abroad events (both study abroad returnees and exchange students).
9. Manage the Study Abroad Ambassador Program.
10. Organize Welcome Back party each semester for returning study abroad students, international students and Study Abroad Ambassadors.
11. Update time-line and procedures for sending materials/application abroad.
12. Maintain Canisius Life Study Abroad page and social media.
13. Organize each semester the SEVIS Semester Registration process. This includes making sure each international student is a member of the ISP organization on CanisiusLife.
14. Scheduling, planning and marketing the information sessions for Optional Practical Training (OPT).
15. Serve as advisor of Global Horizons, a student organization that promotes awareness of the diverse cultures represented on campus. American and international students alike participate in social and educational activities planned throughout the year, including cultural dinners, trips around Buffalo, and Global Fest. Attendance at their club meetings is expected.
16. Assist with organizing and implementing International New Student Orientation in both the fall and spring semesters.
17. Serve as an academic advisor for international exchange students and mentor for matriculated students as assigned.
18. Plan and execute International Education Week in the fall semester.
19. Manage the International Student Programs social media accounts.
20. Produce the International Student Programs monthly electronic newsletter.
21. Assist with retention efforts for international students.
22. Be present and assist with all Center for International Education sponsored programs and events.
23. Learn basic F-1 student visa processes and regulations.
24. Organize end of semester events during finals week in both the fall and spring semesters.
25. Maintain the International Student Programs portal community in myCanisius.
26. Create resource guides on various topics that will be helpful for the international student community.
27. Manage the Study Abroad and International Student Programs social media accounts.
28. Serve as an academic mentor for a caseload of students by meeting weekly to create goals and plans for academic student success in the areas of time management, study skills, and campus engagement.
29. Work closely with interns and student assistants on various office projects.
30. Other duties as assigned.