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 – International Student Programs

**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 international initiatives. Candidates should possess strong communication (both written and oral) and organizational skills. Valid driver’s license and willingness to drive college-owned van, upon completion of van training certification.

**TERMS:**
August 8, 2022 through May 20, 2023 (one year appointment)

The position requires twenty-five (25) office hours of per week. All Center for International Education graduate assistants are expected to arrive early for training and to assist with International New Student Orientation. Some additional evening and weekend work will be required, especially during Orientation times and attendance at Global Horizon meetings.

**COMPENSATION:**

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
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<tbody>
<tr>
<td>Tuition</td>
<td>100% tuition waiver of program cost (anticipated)</td>
</tr>
<tr>
<td>Meal Plan</td>
<td>$1350/year</td>
</tr>
<tr>
<td>Stipend</td>
<td>$2000/year</td>
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</tbody>
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*Subject to final budget approval.*
DUTIES AND RESPONSIBILITIES

1. 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.

2. Assist with organizing and implementing International New Student Orientation in both the fall and spring semesters.

3. Serve as an academic advisor for international exchange students and mentor for matriculated students as assigned.

4. Plan and execute International Education Week in the fall semester.

5. Manage the International Student Programs social media accounts.

6. Produce the International Student Programs monthly electronic newsletter.

7. Assist with retention efforts for international students.

8. Be present and assist with all Center for International Education sponsored programs and events.

9. Learn basic F-1 student visa processes and regulations.

10. Organize end of semester events during finals week in both the fall and spring semesters.

11. Maintain the International Student Programs portal community in myCanisius.

12. Create resource guides on various topics that will be helpful for the international student community.

13. 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.

14. Work closely with interns and student assistants on various office projects.

15. Other duties as assigned.