TITLE: Canisius College
Center for International Education
Office of Study Abroad and International Partnerships
Institute for Global Engagement
Graduate Assistantship – Study Abroad/Institute for Global Engagement

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

Dr. Timothy Wadkins, Director
Institute for Global Engagement
Professor, Religious Studies and Theology
Student Center 003
Buffalo, NY 14208
(716) 888-2400

QUALIFICATIONS: The ideal candidate will possess an interest in and/or experience with study or travel abroad initiatives. The graduate assistant should also possess strong interpersonal, organizational, and communication skills (both oral and written). The graduate assistant should have a willingness to work with both faculty and students. 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 10, 2020 through May 22, 2021 (one year appointment)
The position requires twenty-five (25) office hours of per week. 12.5 hours will be with Study Abroad; 12.5 hours will be with the Institute for Global Engagement. In addition, the graduate assistant must be available each semester for some evening and weekend responsibilities, including study abroad information sessions, pre-departure orientations, International Education Week activities, Study Abroad Ambassador training, and Open Houses. There could be international travel opportunities during summer months to assist with particular programs (all travel will be paid for by IGE).

**COMPENSATION:**

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

**DUTIES AND RESPONSIBILITIES**

*International Student Programs*

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

2. Plan International Friendship Party for international students and American students who have studied/will be studying abroad, once in the fall and once in the spring.

3. Coordinate the semester Academic Advisement Dinner in partnership with the graduate assistant in the College of Arts and Sciences.

4. Organize each semester the SEVIS Semester Registration process. This includes making sure each international student is a member of the ISP organization on CanisiusLife.

5. Scheduling, planning and marketing the information sessions for Optional Practical Training (OPT).

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


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

9. Assist with the planning and implementation of the annual Global Fest.

10. 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.

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

12. Other duties as assigned.

*IGE DUTIES AND RESPONSIBILITIES*

1. Assist faculty in developing short term international seminars and courses.

2. Develop publicity for various programs of the IGE (in conjunction with the Public Relations office).

3. Recruit students for various faculty and staff-led international seminars and courses.

4. Meet personally with students who are deciding on or applying to a particular faculty or staff led program.

5. Carry out administrative tasks for particular faculty and staff led international programs (this may include such things as budgets, travel arrangements, housing, etc.).

6. Update and maintain IGE’s website and materials on Canisius Life. Training will be provided.

7. Work with the IGE director in developing and implementing new IGE initiatives.

8. Attendance at IGE Advisory Board meeting (four times annually).
9. Infrequently accompany and assist faculty or staff on particular international seminars or courses.
10. Other duties and responsibilities as assigned by the director.