GRADUATE ASSISTANT
STUDY ABROAD/
INSTITUTE FOR GLOBAL ENGAGEMENT
2018-2019

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 9, 2018 through May 19, 2019 (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:  
Tuition: 100% tuition waiver of program cost (anticipated)  
Meal Plan: $1350/year  
Stipend: $2000/year  
Subject to final budget approval.

SA DUTIES AND RESPONSIBILITIES  
(to be divided between the two study abroad graduate assistants)

1. Primary responsibilities of this position involve 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. Assist the Director by working all-campus events (i.e., Open House, Accepted Students Day) representing the office.

7. Manage study abroad evaluation process.

8. Assist students with Travel Team flight arrangements for study abroad programs.

9. Maintain and update study abroad file and library.

10. Assist the Director with various office projects as needed including official visits from international exchange partners, survey development, mailings, study abroad evaluation forms and surveys from outside sources.

11. Recruit students to assist at various study abroad events (both study abroad returnees and exchange students).

12. Coordinate annual study abroad fair at Canisius, and attend other study abroad/ international events on an as-needed basis to promote study abroad.

13. Manage the Study Abroad Ambassador Program.  
   a. Recruit returning study abroad students for participation in the program.  
   b. Facilitate the application process.  
   c. Organize and facilitate training for new and returning Ambassadors.  
   d. Instruct Ambassadors on how to organize and conduct classroom visits.  
   e. Organize and facilitate meetings with Ambassadors at least once a month.

14. Organize Welcome Back party each semester for returning study abroad students, international students and Study Abroad Ambassadors.
15. Communicate with accepted study abroad students regarding any new program information from host universities.
16. Update time-line and procedures for sending materials/application abroad.
17. Maintain Canisius Life Study Abroad page and social media.
18. Work closely with interns and student assistants on various office projects.

**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.