Title: International Admissions Graduate Assistant

Supervisors: Kathleen Brucato, Director
Director and PDSO, International Student Programs
Student Center, Suite 003
(716) 888-2400

Nate Cronk, Associate Director
International Admissions
Lyons Hall, 120B
(716) 888-2212

Compensation: Tuition: Anticipated 100% tuition waiver of program costs
Meal Plan: $1,350 (year)
Stipend: $2,000 (year)

Qualifications: Bachelor’s degree and enrollment in HESAA program at Canisius College. The ideal candidate will possess an interest in and 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: This position has a start date of August 9, 2018 and ends May 19, 2019. All International Student Programs graduate assistants are expected to arrive early for training and to assist with International Student New Orientation. The position requires twenty-five scheduled office hours per week. Some additional evening and weekend work will be required, especially during Orientation times and attendance at department-sponsored events.

Duties and Responsibilities

Admissions:
1. Work with Nate Cronk, responsible for international student admissions
2. Respond to inquiries from prospective international students
3. Communicate with international student applicants who have not completed their applications.
4. Manage correspondence with all accepted international students
5. Follow-up by phone and email to students who are accepted for fall and spring semesters, but have not deposited
6. Arrange pick-up schedule and check-in for new international and exchange students

**International Student Programs:**
1. Work with Kathleen Brucato, Director of International Student Programs
2. Assist with organizing and implementation of International New Student Orientation at both the start of the fall and spring semesters
3. Serve as an academic advisor for international exchange students
4. Organize and execute International Education Week in the fall semester
5. Advertise, plan, and lead Optional Practical Training workshops throughout the academic year for graduating international students
6. Be present and assist with all Center for International Education sponsored programs and events.
7. Responsible for fall and spring SEVIS semester registration form collection and tracking
8. Learn basic F-1 student visa processes and regulations.
9. Assistance with annual “Open Doors” report completion
10. Other duties and responsibilities as assigned

**Desired skills:**
- Strong communication (both oral and written)
- Experience using Canva (or willingness to learn)
- Some type of international education experience (study abroad experience, language, student club or organization, etc.)
- Empathetic listener
- Openness and eagerness to learning about various cultures
- Experience with planning programs
- Excellent organizational skills