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

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 10, 2020 through May 22, 2021 (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: Tuition: 100% tuition waiver of program cost (anticipated)
Meal Plan: $1350/year
Stipend: $2000/year

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.

DUTIES AND RESPONSIBILITIES
(International Admissions)

1. Familiarize yourself with the various majors, minors, programs, etc. at both the undergraduate and the graduate levels.
2. Respond to initial questions/requests through the International Admissions e-mail account.
3. Checking Slate for any new international applicants to the college and contacting those applicants at least once a month.
4. Working at the College’s Open House events and Accepted Student Day.
5. Traveling with admissions counselors to various college fairs during the year.
6. Other duties 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, language, student club or Organization, etc.)
- Empathetic listener
- Openness and eagerness to learning about various cultures
- Experience with planning programs
- Excellent organizational skills