GRADUATE ASSISTANT
International Student Programs
2020-2021

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 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
(to be divided between the two study abroad graduate assistants)

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. Assist international students with coordinating trips and activities.

7. Produce the International Student Programs monthly electronic newsletter.

8. Assist with retention efforts for international students.

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

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

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

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

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

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

15. 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.

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

17. 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