GRADUATE ASSISTANT
STUDY ABROAD
2020-2021

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

SUPERVISOR: Mr. Brian P. Smith, Director
Study Abroad and International Partnerships
Student Center 003
Buffalo, New York 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). 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. 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.

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. 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. 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.

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

Additional responsibilities will include working with Campus Ministry to assist in the administrative work involved with their international immersion programs. These responsibilities include:
1. Track the submission of paperwork for the international service-immersion program. Communicate deadlines to students and follow up with those who miss deadlines. Paperwork may include but is not limited to passports, medical clearance forms, VIRTUS Training Certificates, liability forms, etc.
2. Coordinate travel logistics with the Travel Team in consultation with Kaitlyn Buehlmann.
3. Design and implement a marketing campaign for the immersion program; which may include but is not limited to creating flyers and social media posts, dorm storming or tabling around campus.