



Greenville University | Office of International Affairs

Title of Position:	International Affairs Graduate Assistant
Contact:	Dr. Geet Vanaik Dean of International Affairs Geet.vanaik@greenville.edu
Number of Positions available:	1
Contract Length:	10 Months (August 2020-May 2021)
Average Number of Hours per Week:	20
Position Requirements:	May require work on weekends and evenings
Salary:	Minimum \$600/month
Additional Benefits:	On-Campus Housing

Position Description: The International Affairs graduate assistant provides programming support to the international population on campus.

Duties:

- Work closely with Office of International Affairs colleagues in the implementation of business and programmatic goals to lead to the retention of international students
- Assist in planning and executing international student orientation for new international students before each session
- Providing airport pickups, conducting cultural immersion activities for international students
- Assist in international student personal, academic and cultural adjustment, as well as spiritual growth and transformation
- Assist in planning and conducting a completion ceremony for students completing the University Pathways at the end of each session
- Assist in developing host family's network, which includes cultivating relationship with local community families, sharing cultural information with families and students, and completing assessment of the program
- Maintains social media page for international students
- Other duties as assigned This position requires working with students outside of regular business hours during certain periods of the academic calendar

Required Qualifications:

1. Bachelor's Degree required in College Student Personnel, Higher Education Administration or a related field with minimum GPA of 3.25
2. Understanding of and commitment to the mission and Christian values of Greenville University
3. Must have valid U.S. driver's license for the past two years
4. Ability to balance multiple priorities and many relationships, especially during high demand periods throughout the year
5. Ability to be creative, organized and self-directed
6. Demonstrated ability to work well in a team
7. Strong technology skills