Graduate Assistant Job Description

Department Name: International House

Department Website: www.Ihouse.utk.edu

Department Mission Statement (Brief): As the University of Tennessee International House, we aspire to educate and engage all students in order to help them participate as members of a global society.

Job Requirements/Qualifications:

- Interest in working with international students and developing international/cultural programming for the campus community
- Ability to interact with individuals from different cultural perspectives
- Self-motivated and able to work independently
- Experience with program planning for small and large events
- Proficiency with MS Office and ability to use social media (Facebook, twitter, etc.)
- Excellent organizational skills, including attention to detail and accuracy
- Ability to work closely with faculty and staff in a professional manner
- The following qualifications are preferred but not required:
  - Experience with international cultures
  - Experience with orientation programming

Responsibilities and Tasks:

- Work closely with Assistant Director, Coordinator and other graduate assistants to develop and plan the yearly I-House schedule of programs and events (e.g., World Showcase, Global Issues, American Culture Experiences, International Dance Competition, International Festival, Language Practice, etc.) Responsibilities include planning logistics, budgeting, advertising, facilitating activities, and conducting assessment.
- Assist with planning and implementing Passport to UT, a week of international student orientation programs and events. (Both fall and spring semesters).
- Accompany international students and scholars on day trips and excursions as a part of the American Culture Experience (1-2 per semester).
- Organize and co-facilitate the International Student Retreat (fall semester only)
• Assist with the Freshman Year Seminar courses for international students (fall semester only) which may include leading presentations and class discussion
• Assist professional staff with facility daily operations as well as selection and some supervision of student assistants
• Research best practices regarding international student transitions and acculturation to better inform the practices of the Center for International Education
• Provide support to the Associate Provost and Assistant Director in designing international co-curricular experiences that support international strategies.
• Other Duties as assigned

Salary/Benefits:
• Tuition Waiver (9 hours each semester including summer)
• Monthly stipend of $1083
• Health Insurance

Term:
• 20 hours/week for 12-months
• 2-year term beginning June/July 2014 (includes summer work expectation)