**Graduate Assistant, Padnos International Center**

**Graduate Assistant to work with Faculty-led Study Abroad Programs, Padnos International Center**

**Terms:**

Padnos International Center is seeking a graduate student assistant to support faculty-led study abroad programs. It is a full time (20 hours per week) position. The assistantship is a one year term with the possibility of a second year upon successful review at the end of the year. Specific hours may be negotiated and some evenings and weekend hours will occasionally be required. Preference will be given to candidates who are full-time graduate students, International students currently studying abroad in the United States, or US students who have studied abroad. A commitment to international education is a must.

**Responsibilities:**

**Program Development**

Develop on-line orientation materials for Faculty-led students

Research funding opportunities for students participating in Faculty-led programs

Develop orientation and training programs for Study Abroad Faculty-led program assistants

**Program Management**

**Promotion**

Enhance visibility of our programs by talking to students about international education and study abroad opportunities;

Collaborate with Faculty Directors and PIC staff on development of promotional materials for Faculty-led publicity;

Prepare and conduct presentations for students interested in going on Faculty-led study abroad programs;

Assist with preparations for, and participate in Study Abroad Fairs and special events related to International Education;

Conduct presentations on Study Abroad opportunities for different majors, Study Abroad process and Financial Aid for Faculty-led programs.

**Advising**

Provide information to students and faculty regarding GVSU Faculty-led programs, requirements, events, etc.;

Assist students with the application process as appropriate;

Oversee the applications on our on-line application system OASIS;

Assist Coordinator of Faculty-led Study Abroad Programs with Pre-Departure Orientations for Faculty-led programs.

**Public Relations**

Assist with updating Study Abroad Faculty-led programs web pages and flyers in collaboration with Study Abroad programs’ Faculty Directors and PIC staff

Assist with developing evaluation materials for Faculty-led programs by reviewing dossiers and portfolios.

**Office Management**

Maintain files for all current and previous Faculty-led programs;

Maintain a data base of ongoing Faculty-led programs with contact information;

Oversee applications on OASIS;

Maintain a Blackboard site for Faculty-Directors.

**Other duties as assigned**

**Learning Objectives:**

* Understand international education and study abroad opportunities available to GVSU students
* Understand process of development of new programs
* Experience the daily operations of the Padnos International Center
* Develop computer skills including web page development, Photoshop and Microsoft Office
* Enhance public speaking skills by presenting to different audiences: students, staff, and faculty.
* Work independently and as a member of a team in order to complete projects
* Improve communication and organization skills.
* Develop intercultural communication skills through communication with on site program representatives.

**Qualifications:**

* Full-time graduate student at Grand Valley State University
* Minimum GPA of 3.0 and good academic standing
* Ability to work 20 hours per week (some evenings and/or weekends)
* Excellent intercultural communication skills
* Exemplary computer and organizational skills
* Ability to handle multiple projects simultaneously and efficiently
* Capable of working independently and collaboratively.

**Preferred Qualifications:**

* Proficiency in a foreign language (4 semesters in college)
* Prior study abroad participation

**Work station**

The Graduate Assistant will be provided with a work space in the Padnos International Center 130 Lake Ontario Hall, and will also have access to a PIC basic office equipment, including a desktop PC.

**Orientation**

The Graduate Assistant will be expected to learn about the operations of the office and the resources available to students. In addition to that, they will be required to meet with each staff member to learn about their role in the team.

**Supervision**

The Graduate Assistant will be supervised by Elena Selezneva, Coordinator of Faculty-led study abroad programs.

There will be a meeting every week where the graduate assistant will receive performance guidance and feedback.

**Contact Information:**

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| Primary Contact:Elena Selezneva, Coordinator of Faculty-led Study Abroad programsPadnos International Centerseleznee@gvsu.edu; 616-331-3898 | Secondary Contact:Becca MorrisseyDirector, Study Abroad & International PartnershipsPadnos International Centerhambletr@gvsu.edu 616-331-3898 |

**Selection process:**

Applicants will submit a cover letter, application, resume and 2 letters of recommendation. One letter must be from student’s faculty adviser or faculty member from the major department.

Applications will be reviewed by a committee representing 2 PIC staff and the current graduate assistant. Two pools of applicants will be created. Applicants from the first pool will be contacted for an on-site interview. If no candidate is desirable, the committee will review applicants in the second pool.

All the internal mechanisms of posting this opportunity will be utilized.

**Rationale:**

The number of students seeking an opportunity to participate in a study abroad programs continue to increase. Currently, Faculty-led programs are the fastest growing category of programs. Padnos International Center (PIC) offers up to 30 Faculty-led programs each year sending around 400 students abroad, which is 52% of all PIC programs.

The PIC’s strategic plan has been to increase study abroad participation by underserved student populations, including first-generation students, non-traditional students, and students of color.

The TRiO program in Chile targeting first generation students and the Athletes program in Spain targeting NCAA student-athletes were successfully launched last year.

Of all non-white participants in 2018-2019, 63% Black, 49% Hispanic/Latino, and 67% American Indian/Alaska Native chose Faculty-led programs

The GVSU Vision “Our community of educators prepares globally-minded citizens for the future they face and the communities they shape,” and values “**International Perspectives** that simultaneously support people, planet, and prosperity. We think and act on a global basis. Our efforts at supporting the well-being of individuals, groups, and ecosystems are important locally, nationally, and globally—all of which are interconnected and interdependent” directly relate to “high impact experiences” as well as one of the strategies: “Deepen and broaden experiential learning for all students, including internships, practica, cooperative placements, global learning, and more” centered on increasing the number of students who have overseas experiences, this position aims to combine all these and identify opportunities for expanding access and experiences for more learners.

 **Graduate Assistant Application**

*Please print clearly or type. Return this application to the Padnos International Office (130 LOH) or email it to* seleznee@gvsu.edu *by February 18, 2022. Interviews will be conducted until the position is filled. Thank you for your interest!*

**Contact Information**

Name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Gnumber\_\_\_\_\_\_\_\_\_\_\_\_

Home Address \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Phone/Cell Phone\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_E-mail \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Academic Information**

Undergraduate: (School, Academic Major(s), Degree):

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Graduate: (School, Academic Major(s), Degree):

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Anticipated Graduation Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Study Abroad Experience: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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Do you speak any foreign language? If yes, what is your level of proficiency?

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Have you ever been convicted of a felony? Yes\_\_\_\_\_\_\_No\_\_\_\_\_\_\_\_

**PLEASE ATTACH YOUR CURRENT RESUME**

**References**

List the name and the contact information of two references. Attach letters of recommendation. One of the references must be your faculty advisor or a faculty member from your major.

1. Name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Dept. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Phone #\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

2. Name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Dept. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Phone #\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*My signature grants permission to the Padnos International Center to verify my academic and judicial standing, and to contact the references I have listed above.*

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*Signature Date*