

Graduate Assistant, Padnos International Center

Graduate Assistant to work with International Internships, Independent Studies, and Faculty-led Study Abroad Programs, Padnos International Center

Terms:

Padnos International Center is seeking a graduate student assistant to be responsible for international internships and supporting pre-departure preparation of faculty-led study abroad students and student-interns. It is a full time (20 hours per week) position. The assistantship is a one year term with the possibility of a further 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

Research Internship opportunities available through EUSA and other established educational providers

Research funding opportunities for students doing Internships

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 internship opportunities.

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

Prepare and conduct presentations for students interested in going on Faculty-led study abroad programs, International internships, and Independent Studies.

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

Conduct presentations on Internship opportunities for different majors, Study Abroad process for Faculty-led programs, Internships and Independent Studies, Financial Aid for Faculty-led programs, Internships and Independent Studies

Advising

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

Assist students with the application process as appropriate

Oversee the applications for Internship and Independent Study programs

Assist Coordinator of Faculty-led Study Abroad Programs with Pre-Departure Orientations for Faculty-led programs, conduct orientations for Independent Studies and Internship programs

Public Relations

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

Assist with developing evaluation materials for internship sites by reviewing dossiers and portfolios.

Office Management

Maintain files for all current and previous overseas interns.

Maintain a data base of ongoing international internships and/or potential host organizations, along with contact information

Oversee applications on OASIS

Maintain a Blackboard site for Faculty-Directors

Other duties as assigned**Learning Objectives:**

- Understand international education and internship 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 alone and/or with others

Preferred Qualifications:

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

Work station

Graduate assistant will be provided with a shared office in the Padnos International Center 130 Lake Ontario Hall, and will also have access to a PIC basic office equipment, including 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, s/he will be required to meet with each staff member to learn about their role in the team.

Supervision

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

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

Contact Information:

Primary Contact:

Elena Selezneva,

Coordinator of Faculty-led Study Abroad programs

Padnos International Center

seleznee@gvsu.edu;

616-331-3898

Secondary Contact:

Mark Schaub

Executive Director

Padnos International Center

schaubm@gvsu.edu

616-331-3898

Selection process:

Applicants will submit a cover letter, application, resume and 2 letters of recommendation, one letter has to be from student's faculty adviser or faculty member from the major department.

Applications will be reviewed by a committee representing 2 PIC staff. 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 an internship abroad is growing each year. Currently, Padnos International Center (PIC) offers international internship opportunities in London, Madrid, Paris, and Dublin as well as through several third party providers (e.g., AustraLearn for internships in Australia, DAAD for internship in Germany). However, due to the present economic situation and political situation many students cannot afford to enroll in some of these programs; they are excellent opportunities, but prohibitively expensive for many students. With GVSU Strategic Goals 3.3.1, 3.3.2, and 3.3.3 directly related to the "high impact experiences" of internships, with the strategic goal 2.5.2 of increasing the number of students who have overseas experience, and with the strategic goal 2.1 "undergraduate students will have the opportunity for achieving intercultural competence" this project aims to combine three goals focused on these high-impact experiences.

One of the goals of PIC is to identify/develop overseas internship opportunities which are affordable to students. Currently PIC is working with several providers to develop similar opportunities in developing countries. It important to implement exchanges/internships to developing nations as opposed to current industrialized nations only. This will encourage students to be more prepared for a globalized work involving developing nations (which are the powerhouses of getting us out of the current global recession).

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 March 23, 2018 Interviews will be conducted until 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):

_____ GPA: _____

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

_____ GPA: _____

Anticipated Graduation Date: _____

Study Abroad Experience: _____

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

Have you ever been convicted of a felony? Yes _____ No _____

PLEASE ATTACH YOUR CURRENT RESUME

References

List the name and campus extension of two references amongst GVSU faculty, staff, and/or administration. Attach letters of recommendation. One of the references must be your faculty advisor or a faculty member from your major.

1. Name _____ Dept. _____

GVSU 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.

Signature

Date