

# *NOW HIRING!*

## INTERNATIONAL STUDENT SERVICES (ISS) ASSISTANT

### PADNOS INTERNATIONAL CENTER - FALL 2020

#### DESCRIPTION

The International Student Services (ISS) Assistant is an [SE+](#) position and supports the ISS Team in planning, promoting, and executing events and programs involving the International Students at GVSU.

#### DUTIES & RESPONSIBILITIES

- Presence in Laker Village South Community Center Office for increased accessibility
- Social media maintenance including updates and promotion
- Liaising with BTW for cross promotion and program collaboration
- Assist in creating promotional materials
- Sharing events with Lanthorn, relevant student orgs, community orgs, and academic departments
- Listing events on GVSU's main events calendar
- Brainstorming, creating, and finding activities for International Students
- Locating and engaging volunteers for International Student Events
- Recruiting performers, speakers, participants for select programs
- Assist in conducting 30 Day Assessments for new students
- Assist in maintaining PEEPS engagement throughout semester
- Defining budgets and identifying supplies for proposed activities when applicable
- Attendance at events may be required at times
- Other support for ISS as needed

#### REQUIREMENTS

- 20 hours of work per week, depending on the volume of work throughout the semester
- One semester commitment is required with hopes of 4 semesters in the position
- Ability to carry out tasks with some independence and seek guidance as needed
- Strong planning and organization skills
- Creativity and problem solving
- Experience with Social Media platforms, namely Facebook & Instagram
- Interest in communication, advertising, photography, and video
- Preferred:
  - Previous international experience (study abroad, traveling internationally, volunteering, etc)
  - Interest in careers in international education or internationally involved fields

#### MANAGEMENT

The ISS Assistant will work most closely with Libby Jawish, ISS Coordinator, for daily tasks and reporting. The Assistant will also work with the [ISS Team](#): Kate Stoetzner (ISS Director), Noelia Siriamphone (ISS Office Coordinator), and Vicki Wenger (PIC Office Coordinator).

#### COMPENSATION

\$10.15/hour. See [current student wage guidelines](#)

#### HOW TO APPLY

Upload resume, cover letter, and class schedule to [Handshake](#) by August 9, midnight.