

**Office of International Education**

920 Grant Street
B25 Delaney Hall
Indiana, Pennsylvania 15705

P 724-357-2295
F 724-357-2514
intl-education@iup.edu

**SAHE Graduate Assistant
International Events Assistant
Schedule & Job Description**

Fall Semester: Monday, August 21 through Monday, December 11, 2023 (20 hours per week)

- *1st week –assist with new Int'l Student Orientation (+40 hrs – combination paid and 1 week comp time in semester arranged with OIE)*

Spring Semester: Monday, January 16, 2024 through Friday, May 3, 2024 (20 hours per week)

- *1st week – assist with new Int'l Student Orientation (+40 hrs – combination paid and 1 week comp time in semester arranged with OIE)*

Summer after first year: will hire to pay per hour over summer

International Education Experience:

- Reception and Clerical Duties (as needed but not often) – Assist at the OIE front desk and switchboard, filing, photocopying, mailing and other duties as needed.
- Assist advisors in working with degree and non-degree/exchange students. Learn about F and J non-immigrant visa types. Attend Immigration workshops held on issues related to F and J visas.

Events Experience:

- Promote and help to coordinate the following international activities and events (advertising, marketing, organizing, troubleshooting, etc.):
 - International Education Week (Fall)
 - International Unity Day (Fall)
 - Cultural trips (help organize 2-4 trips per semester; all Graduate Assistants take turns leading at least one trip per semester).

Programming Experience:

- Help coordinate International Orientation activities and Orientation leader training
- Coordinate International Friendship Program
- Coordinate Conversation Club

Other duties as needed