

Office of International Education
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Office of International Education (OIE)
Graduate Assistant for SkillZone: International Student and Scholar Support Center
2020-2021 Schedule & Job Description

Fall Term: Monday, August 17, 2020 –Friday, December 4, 2020 (20 hours per week, with some evening hours)

- *1st week – Assist with Int'l Student Orientation (+30 hrs – paid outside of GA)*

Spring Term: Monday, January 11, 2021 –Friday, April 30, 2021 (20 hours per week, with some evening hours)

- *1st week – Assist with Int'l Student Orientation (+30 hrs – paid outside of GA)*

Position may include summer/winter break responsibilities including orientation paid outside of the GA at the IUP hourly graduate student rate. This is a one-year assignment, anticipated to be renewable for 2021-2022.

The Graduate Assistant for SkillZone is responsible for providing support for the IUP International Student and Scholar Support Center. Duties include

- *Office Management* – Staff the front desk, assisting with FAQs from students, scholars, tutors, and IUP faculty and staff. Will experience a breadth and depth of issues related to academic support for International Student and Scholar academic support and international education.
- *Administrative Support* – Record, organize, and analyze data from tutoring sessions. Assist with maintenance of program accounts for email, social media, scheduling, and reporting. Manage tutor schedules in coordination with supervisor. Develop resources and materials to support tutors.
- *Promotion* – Update brochures, posters, flyers, and social media to share information about SkillZone services and events. In coordination with supervisor and IUP faculty, present information about SkillZone at university events and in classes.
- *Tutoring*— Supervise tutoring sessions as needed, assist with tutor training, provide tutoring to students and scholars, particularly with graduate-level work. Position involves a significant amount of student interaction.
- *Research* – Review support programs available for international students and scholars. Assist supervisor in disseminating information and implementing best practices.
- *Special Projects* – Assist with the following:
 - Plan workshops and present or invite guest speakers to provide tutoring development or guidance for students and scholars on a range of issues (cultural adjustment, academic expectations and culture, financial questions, housing and daily life, language questions, etc.).
 - Help with planning and leading co-curricular activities such as trips and campus events.
 - Provide support for cultural and social exchange through the Conversation Corner program
 - Assist with OIE events, including International Student Orientation, International Unity Day, International Education Week, and TOEFL exam administration.
 - Participate in professional development and contribute to program operations.
- Other duties as needed

Compensation: In-state tuition waiver and a stipend of \$5440 per academic year.

Supervisor: Ms. Emma Archer, Director: American Language Institute and International Partnerships

Contact Information: 724-357-2402 (office phone) / earcher@iup.edu