

POSITION DESCRIPTION

JOB TITLE: Graduate Assistant
WORKING TITLE: Orientation Coordinator

Position Overview

The Graduate Assistant for International Student Orientation (Orientation Coordinator) will work under the primary supervision of the Associate Director for International Student Orientation and Programming in the Office of International Student Services (ISS) in planning and implementing the week-long orientation programs for new international students – known as “YOU at KU” -- prior to fall and spring semesters, with potential inclusion of the summer term. Concurrent with the start of each academic term, including summer, ISS also conducts check-in processes for new international students. This is a 12-month position with a 20 hour per week limit during fall and spring semesters and up to 40 hours during summer and the intersession between fall and spring terms. The ISS office provides services for more than 2,100 international students representing over 100 different countries.

Responsibilities and Percent of Time

Responsibilities include, but are not limited to, the following:

- 50% Responsible for developing, planning and implementing the week long “You at KU” biannual (with potential expansion to triannual) orientation program for international students in consultation with the Associate Director. Requires independent collaborating and connecting with campus and community resources, developing key orientation materials (print and online), coordinating activities, facilities, etc.
- 30% Recruits, trains and supervises up to 30 student staff members.
- 5% Leads in analyzing, evaluating and assessing the effectiveness of the ISS orientation efforts.
- 5% Collaborates in planning, promoting, and implementing subsequent, periodic post-orientation programs addressing specific needs of the international student population at KU.
- 5% Works with other ISS professional staff to implement new international student check-ins for the three regular academic terms, as well as for periodic special check-in sessions that occur throughout the term for special incoming student groups.
- 5% Other related tasks as deemed necessary and appropriate by the supervisor.

Required Qualifications:

1. Enrolled during the term of appointment as a KU graduate student in a program relevant to the responsibilities of the position.
2. In good academic standing with a cumulative university-level Grade Point Average (GPA) of at least 3.0.
3. Eligible for on-campus student employment during the term of appointment.
4. Work experience which required the understanding of the challenges, needs, concerns, and frustrations of new international students, and how these issues can be addressed through an orientation program.
5. Excellent written English communication skills as demonstrated in the application materials.
6. Relate effectively with people from various cultures as evidenced by meaningful interaction within a social, living, working, or classroom environment as demonstrated by application materials.
7. Experience which required the ability of speaking/making presentations in front of groups.
8. Significant experience in a primary role organizing multiple programs, events, or workshops.
9. Experience designing and producing both tangible and virtual promotional and/or informational materials.
10. Experience organizing information and simultaneously managing multiple tasks, as evidenced by application materials.
11. Experience working independently under minimal supervision, as evidenced by application materials.
12. Available to begin position May, 2017.

Preferred Qualifications:

1. Experience working/interacting with international students.
2. Experience as a staff member and/or volunteer with an orientation program.
3. Demonstrated knowledge of KU offices, student services programs, policies, and procedures as related to the orientation of new international students.
4. Experience with the maintenance of websites, databases and spreadsheets (preferably Excel).
5. Experience studying or working abroad and/or related interactive domestic experiences of an international nature.
6. Experience in a supervisory role and/or significant leadership position.
7. Fluency in language(s) other than English.
8. Availability for renewal beyond initial appointment period.
9. Ability to relate effectively with people from various cultures as evidenced by meaningful interaction within a social, living, working, or classroom environment.
10. Excellent oral English communication skills as demonstrated in interview.

Position Requirements:

Position requires ability to work flexible hours to address program needs.

Appointment is contingent upon approval of candidate's academic department.