

HESA Graduate Assistant Position Description

International Short Programs

Position Overview

International Short Programs (ISP) runs approximately 10-12 short-stay programs annually for on campus international students and professionals from a wide variety of countries. These programs run off the university's academic calendar. They range in length from three weeks to nine months, with approximately 15-30 participants per program. Sometimes two or more programs run simultaneously or overlap. The ISP HESA GA will have the opportunity to be responsible for multi-step projects that are a component of various ISP short programs.

Job Description

The ISP HESA GA, under the supervision of a full-time ISP staff member, will develop and implement one or more multi-week projects for ISP short programs. Examples of such projects could include developing and implementing a guest speaker series for international professionals; a series of visits to local organizations and businesses for undergraduates; a community-based internship program for Japanese undergraduates; a service-project program for overseas high school teachers of English as a foreign language.

Duties:

- Assist in developing a multi-week, multi-step project that is a required component of an ISP short program
- Assist in preparing informational materials, program booklets and one-page advertisements for that project
- Assist in scheduling activities for the project
- Connect with participants to share activity information and schedule details
- Connect with KU faculty, administrators and offices for scheduling, information and digital equipment requests
- Connect with local community organizations and businesses regarding activities and visits
- Accompany participants on project programming activities as needed
- Oversight and chaperoning of at least one off-campus cultural excursion that is a part of an ISP short program.
- Provide feedback to the ISP team on the project during and after the implementation phase
- Attend and participate in the ISP weekly team meeting and other program planning meetings
- Perform other program-level administrative tasks as needed

Required Qualifications

1. Must be properly enrolled as a graduate student and in good academic standing
2. Evidence of experience leading groups of adults (18 years+) in an academic or professional setting
3. Excellent interpersonal and written communication skills, as evidenced by application materials
4. Demonstrated experience working independently and functioning in an organized and professional manner.
5. Experience working with a wide variety of individuals, departments and schools, as evidenced by application materials.
6. Demonstrated computer competency (Office, Outlook, databases, web skills), as evidenced by application materials.

Preferred Qualifications

1. Travel or residency abroad.
2. Recent prior full-time enrollment at KU for at least a year.
3. Proficiency in a foreign language.
4. Experience working with groups of international students or professionals in an academic setting.
5. Ability to drive a 12-passenger van (age 21 to drive the KU van) (age 25 to drive a rented van)
6. A reliable car.
7. FWS Eligible.

Additional Candidate Instruction

In the cover letter, applicants should describe successfully completing a multi-week, multi-step project and experience working with people from a variety of departments, units, offices, and/or businesses. Experience leading a group of adults, ability to work independently, and computer experience should also be discussed.

Possibility of Summer Appointment

This appointment is for the academic year. In addition, we can offer a summer appointment that runs from 8-10 weeks because International Short Programs runs several summer programs. Interest in working during the summer is *not* a requirement for this position.