

POSITION DESCRIPTION

DEPARTMENT: International Student Services
DEPARTMENT NUMBER: 1978000
JOB TITLE: Graduate Assistant
WORKING TITLE: Orientation Coordinator
FTE: Part-time
JOB CODE: 031000
FLSA STATUS: Professional
JOB CATEGORY: SRX - Student Intern
POSITION NUMBER: 00001130
SUPERVISOR: Emily Lee, 00001133
LAST UPDATED: October 2018

Position Overview

The Graduate Assistant for International Student Orientation (Orientation Coordinator) will work under the primary supervision of the Assistant Director for Orientation and Integration in the Office of International Student Services (ISS) in planning and implementing the multi-day orientation programs for new international students – known as “YOU at KU - International” – prior to fall, spring, and summer terms. Concurrent with the start of each academic term, 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:

55% Responsible for developing, planning and implementing three times annually the multi-day “You at KU - International” orientation program for international students in consultation with the Assistant Director. Requires independent collaborating and connecting with campus and community resources, developing key orientation materials (print and online), coordinating activities, facilities, etc.

30% Assists with recruiting, training and supervising up to 30 student staff members.

5% Assists in analyzing, evaluating and assessing the effectiveness of the ISS orientation efforts.

5% Works with other ISS professional staff to implement new international student check-ins for the three regular academic terms.

5% Other related tasks as deemed necessary and appropriate by the supervisor.

Required Qualifications:

1. In good academic standing with a cumulative university-level Grade Point Average (GPA) of at least 3.0.
2. Eligible for on-campus student employment during the term of appointment.
3. Excellent written English communication skills as demonstrated in the application materials.
4. 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.
5. Demonstrated experience speaking/making presentations in front of groups.
6. Experience organizing information and simultaneously managing multiple tasks, as evidenced by application materials.
7. Experience working independently under minimal supervision, as evidenced by application materials.
8. Experience with the maintenance of databases and spreadsheets (preferably Excel).

Preferred Qualifications:

1. Enrolled during the term of appointment as a KU graduate student in a program relevant to the responsibilities of the position.
2. Experience working/interacting with international students.
3. 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.
4. Experience as a staff member and/or volunteer with an orientation program.
5. Demonstrated knowledge of KU offices, student services programs, policies, and procedures as related to the orientation of new international students.
6. Significant experience in a primary role organizing multiple programs, events, or workshops.
7. Experience designing and producing both tangible and virtual promotional and/or informational materials.
8. Experience with the maintenance of websites
9. Experience studying or working abroad and/or related interactive domestic experiences of an international nature.
10. Experience in a supervisory role and/or significant leadership position.
11. Fluency in language(s) other than English.
12. Availability for renewal beyond initial appointment period.
13. Excellent oral English communication skills as demonstrated in interview.
14. Awarded and accepted Federal Work Study.
15. Available to begin position May, 2019.

Position Requirements:

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

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