

Office of International Students & Scholars Graduate Assistant Position

DEADLINE TO APPLY: Sunday, April 7, 2024

The Graduate Assistantship for the Office of International Students and Scholars is a 10-month position that provides a \$2,240 monthly stipend and up to 6 credits per semester of tuition. The position will work 20 hours total per week. The anticipated start date for this position would be in July. They will report to the Associate Director of OISS. Applicants need to meet the minimum requirements below in order to be considered.

Administrative Responsibilities (75%):

- Assist with office coverage, which will include answering the phone, responding to emails, greeting walk-ins, and processing paper mail.
- Utilizing the technology and software in the office, such as the copier/scanner, OISS internal database, and microsoft office suite of tools.
- Understand, process, and interpret large sets of data to present organized summaries.
- Navigate our internal database for uploads and information gathering, with an ability to maintain confidential information.
- Assist in creatively thinking through problems and processes, as well as other logistical tasks.

Programming Responsibilities (25%):

- Serve as an advisor for the Global Union. This includes attending all weekly meetings, events, and supporting the Executive Board and Ambassadors.
- Support Fall and Spring International Orientation programs
- Serve as a co-Advisor for the annual International Bazaar which will include recruiting, supervising, and leading the Bazaar Board student members
- Other programming duties as assigned. This may include assisting with International Education Week, marketing, and making room/bus reservations.

Minimum Qualifications:

- Be an enrolled, full-time, degree-seeking Masters student during the 2024-2025 academic year
- Be able to commit to the entire 10 month position term
- Maintain good academic standing and adhere to the Lehigh University code of conduct
- Work 20 hours in-person during weekdays, but *must* have flexibility to work weekend and evening hours when required
- Strong and clear verbal and written communication skills with people from diverse backgrounds whose first language may not be English
- Must maintain a high level of confidentiality
- Exceptional organizational skills and attention to detail
- Demonstrated critical thinking and problem solving skills; candidate must have an ability to work independently
- Ideally, candidates should have an interest in one of the following areas: global education, higher education, event planning, or project management

Who are we looking for? OISS is searching for a candidate who has an interest in learning practical, on-the-job skills that they can use throughout their professional career. Our team is willing to teach and encourage the ideal candidate who has a demonstrated interest in learning. We are committed to providing a high-quality experience for our Graduate Assistant.