**Graduate Assistantship or Internship Position**

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<th>Position Title:</th>
<th>Graduate Assistant, Office of International Students &amp; Scholars</th>
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<td>Type of Position:</td>
<td>☒ Graduate Assistantship ☐ Paid Internship ☐ Unpaid Internship ☐ Special Project</td>
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<tr>
<td>Institution Name:</td>
<td>University of St. Thomas</td>
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**Institution Description:**
Established in 1885, the University of St. Thomas is Minnesota’s largest private university with an enrollment of 10,316 students studying in a wide range of liberal arts, professional, and graduate programs. Currently, 545 international students representing 66 countries are studying at the University of St. Thomas. Inspired by Catholic intellectual tradition, the University of St. Thomas educates students to be morally responsible leaders who think critically, act wisely, and work skillfully to advance the common good. The successful candidate will possess a commitment to the ideals of this mission statement. We offer a challenging, supportive work environment and a variety of professional development opportunities.

**Supervisor:**
Othman Zaimi – Assistant Director, Office of International Students & Scholars

**Department Description:**
The Office of International Students & Scholars is under Global Learning & Strategy at the University of St. Thomas. The mission of our office is to provide high quality services and immigration advising to international students and scholars and to support them in pursuit of their educational and personal goals, and to promote their full functioning in the U.S. and integration into the University. We provide programs and training to foster intercultural awareness among students and the St. Thomas community. We also collaborate with others within Global Learning & Strategy and in the Division of Student Affairs to promote globalization on campus and the integration between domestic and international students.

**Appointment:**
☒ Academic Year
☐ 12 Months
Preferred Start Date: Summer 2023

**Compensation:**
☐ Stipend
☒ Hourly Wage
☐ Parking Provided
☐ Professional Development Funds

**Remuneration:**
Week Hours: 20h/week
Payment Frequency: biweekly
Additional Notes: Compensation is $15.75/hour. Position offers opportunities for professional development in the field of international education.

**Position Description & Responsibilities**
- Develop and design promotions for programs organized by OISS or other offices to international student audience using canva and photoshop
- Coordinate and enact timely posting in existing social media platforms for OISS including Instagram, Facebook, Tiktok, Youtube
- Oversee and manage budget, operation, and marketing of certain programs including graduate student programming, Friendship family and Thanksgiving program.
- Co-lead other programs organized by OISS that benefits international students. May include partnerships with other offices and occasional evening assignments.
- Collect and organize data for assessment and other projects
- Cover Global Learning Center front desk as needed.
- Other duties as assigned
Qualifications

An understanding of cultural differences, intercultural communication and issues of culture conflict; excellent writing, organizational and interpersonal skills; Extensive knowledge of existing social media platforms; strong attention to detail; ability to work independently as well as in a team; ability to work on several projects simultaneously, balance priorities, and meet deadlines; ability to maintain confidentiality; ability to work successfully with a variety of individuals from various socioeconomic, ethnic and cultural backgrounds;

Preferred qualifications:
- Experience living abroad
- Experience with student leadership roles
- Video/audio editing skills
- Marketing experience
- Ability to speak, read, write in multiple languages

Application process & requirements

- **Contact Name:**
  Othman Zaimi, Assistant Director
- **Phone:** 651-962-6650
- **Email:** zaim3165@stthomas.edu

**Materials Needed:** Please send a cover letter, resume, and contact information for three references to Othman Zaimi at zaim3165@stthomas.edu.