

**Leadership in Student Affairs M.A. Program
Graduate Assistantship or Internship Position**



Position Title:	Graduate Assistant, Office of International Students & Scholars
Type Of Position:	<input checked="" type="checkbox"/> Graduate Assistantship <input type="checkbox"/> Paid Internship <input type="checkbox"/> Unpaid Internship <input type="checkbox"/> Special Project
Institution Name:	University of St. Thomas
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 – Intercultural Programs Manager, 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: <input checked="" type="checkbox"/> Academic Year <input type="checkbox"/> 12 Months Start Date: (07/01/2019)	Compensation: <input type="checkbox"/> Stipend <input checked="" type="checkbox"/> Hourly Wage <input type="checkbox"/> Parking Provided <input checked="" type="checkbox"/> 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.
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- Position Description & Responsibilities**
- Oversee Social media marketing efforts for OISS through planning posts on Snapchat, Instagram, Facebook. Take and post photos of events when needed.
 - Oversee and manage budget, operation, and marketing of certain programs including graduate student programming, Friendship family and Thanksgiving program.
 - Co-Lead the International Ambassadors program with the graduate assistant for International Admissions
 - Engage in partnerships with other departments and offices to create programming that benefits the mission of OISS. Support or co-lead on-going partnerships such as the Diversity Activities Board and the Career Series.
 - Lead and support benchmarking and assessment projects as needed
 - Learn immigration regulations through case studies and shadowing advising appointments
 - Cover OISS front desk as needed.
 - Other duties and other programs as assigned

Qualifications

An understanding of cultural differences, intercultural communication and issues of culture conflict; excellent writing, organizational and interpersonal skills; 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; experience living in a foreign environment preferred

Application process & requirements

- **Contact Name:** Othman Zaimi, Intercultural Programs Manager
- **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.

Participating At Visit Day: yes no

Will Schedule Interviews on Campus for another date: yes no