

GRADUATE ASSISTANT FOR CROSSCULTURAL PROGRAMMING AND OUTREACH
JOB DESCRIPTION
MARCH 2008

Requirements:

Minimum:

1. Engaged in graduate-level studies at UNC
2. Ability and interest in working with culturally diverse populations
3. Excellent skills in organization, human relations, communications, and leadership
4. Excellent computer skills, particularly including spreadsheets, data bases, publications, and presentations
5. Outgoing and enthusiastic personality

Highly Desirable: Study abroad or international work experience

Duties and Responsibilities:

1. Planning and implementing cross-cultural events in collaboration with appropriate campus organizations. This person will be responsible for developing and implementing a year-long activities program for the UNC campus. This program will include but is not limited to
 - International Week
 - International Awards Banquet
 - Yearly Events Calendar posted on website
 - Events posted on UNC calendar
 - Two to three weekend / off campus events each semester
 - Weekly or bi-weekly socials on campus
 - Developing an International Events Advisory Council, composed of both US and international students, undergraduate and graduate students and scholars
 - Involving students in planning and implementing activities
 - Concerted collaboration with other campus entities
2. Building maintaining contacts with appropriate organizations across campus in order to collaborate on cross-cultural events and ensure the greatest possible student participation
3. Administering the International Ambassador Program. This includes
 - Recruiting and training US students as mentors
 - Recruiting international students as mentees
 - Matching mentors with international students in terms of interests
 - Organizing airport pickups by mentors
 - Ensuring smooth working of the program. This will include following up with mentors and mentees and organizing occasional socials to ensure good morale
 - Planning and presenting new student orientations in collaboration with the International Advisor
4. Coordinating the arrival of new international students and communicating arrival information to International Advisor
5. Arranging for transportation of new international students from DIA to UNC via school vans, shuttle services, Ambassadors, or national student organizations
6. Encouraging the development of national student organizations and an international student organization
7. Organizing transportation and activities for the two week summer language program each August; supervise activities and assist with transportation
8. Exploring avenues for additional funding
 - SFAP increase
 - Fund raisers
9. Overseeing the Events Budget in coordination with the Office Coordinator
10. Maintain accurate and complete records of
 - Events
 - Participation
 - Expenses
 - Contacts
 - Procedures

This position will be .5 FTE or 20 hours weekly.

Please provide cover letter and resume in person or e-mail .pdf to susan.kovitz@unco.edu.

Contact Sue Kovitz at susan.kovitz@unco.edu or 351-2396 if you have any further questions.