

The Center for International Education (CIE) Graduate Assistantships Position Description

Educational Objectives:

To provide two graduate students with practical experiences in the administration and development of a well-rounded office environment that focuses on student development, international education, study abroad opportunities, student leadership development, and personal and professional growth.

Salary & Appointment:

Positions appointed on an annual basis for mid-August through early May. Annual stipend of \$8,000 paid on a bi-weekly basis and a tuition waiver for 18 credits per year of SMSU graduate classes. Each graduate assistant will work 14-20 hours per week during the semester. Some summer work may be available dependent on departmental and university needs. Assistantship can continue into second year if all parties are interested. An evaluation will be conducted after the first year to ensure quality performance metrics are being met on all sides before granting continuance of the assistantship.

Qualifications:

- A Bachelor's Degree from an accredited institution and admission and enrollment in a graduate program at SMSU
- Must maintain a GPA of 3.0 or above throughout the time of employment
- Motivated individual with a positive attitude
- Must have ability to work independently
- Must have demonstrated excellent interpersonal and organizational skills
- Excellent oral and written communication skills required
- Basic familiarity with technological applications for promotion, organization, and communication
- Demonstrated adherence or ability to adhere to Federal, State, and University confidentiality restrictions regarding student records, data, rules and regulations
- Prior experience working with international and/or culturally diverse individuals is preferred

Specific Responsibilities:

- Join a dynamic team that strives to be on the cutting edge of the administration and support of international education, international students, and study abroad
- Understand local, state, national, and international trends in International Education, International Affairs, and Study Abroad
- Learn the basics in F-1 international student visa matters including, but not limited to, various processes and regulations set forth by governmental entities.
- Assist the Professional Staff in maintaining contact and student relationships with our international student population
- Assist in the overall orientation of new and returning students to the SMSU environment including occasional travel and overnight stays
- Represent the interests of the Center for International Education at various on and off campus student fairs and recruitment events
- Assist in the programmatic efforts to promote and present Study Abroad opportunities to SMSU
- Oversee the office front counter - monitor and respond to all current student requests through personal visits, phone, online and email communication and requests
- Serve as a role model for all students
- Requires flexibility in work hours due to special events, admission events, programmatic offerings, and travel
- Assist in execution of the annual International Spring Break trip including attendance

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- Assist with website content development
- Work on special projects and other reasonable duties as assigned

1st Year Specific Responsibilities:

- Serve as the Graduate advisor to the International Student Organization (ISO)
- Assist with coordination and execution of fundraising opportunities and events for ISO
- Under the direction of the Professional Staff ISO advisor(s), assist in the development and management of the ISO budget(s).
- Assist with the planning, development, and execution, of all ISO and CIE programmatic and educational offerings
- Coordinate communication methods to all constituencies for CIE including, but not limited to, CIE's Global Express newsletter, liaise with SMSU Communications & Marketing office, update social media etc.

2nd Year Specific Responsibilities:

- Serve as one of the main intake and contact representatives for international admissions for CIE including correspondence, application processing, record maintenance, sending admission packets, and other associated admission duties
- Assist with maintaining communication with prospective students through various means
- Be a liaison between currently enrolled students and prospective students
- Communicate with students from prospect status through enrollment on campus, including application process
- Assist in the maintenance of a functional yet open and inviting professional office area

Clientele:

International prospective students, current SMSU students, alumni, employers, SMSU faculty, staff, administrators and community members.

Supervision:

Supervision is shared between the various Professional Staff members of the Center for International Education @ SMSU and is task dependent.

Application information:

Send letter of application, resume, unofficial transcript(s) and the names and contact information of three (3) professional references.

Apply to:

SMSU Center for International Education, 1501 State Street, Marshall, MN 56258. Inquiries about the position may be directed to 507-537-6018. You may also apply or direct inquiries to ISS@SMSU.EDU, but please make sure an open position is posted (usually in late spring each year).

University/Community:

Southwest Minnesota State University is one of seven universities in the Minnesota State Colleges and Universities system. SMSU gives highest priority to excellence in teaching and preparing students to be lifelong learners through quality undergraduate teaching/advising and close student/faculty relationships. Its mission, dating back to 1967, provides access to university-level programs in liberal arts & professional studies. The University has a special commitment to the educational needs of the people in its service region reflected through its curricula, cultural programs, diversity of staff and students, cooperative relationships with the public and private sectors, and regional institutions. The 216-acre campus encompasses 24 modern, interconnected, and accessible buildings. Marshall (pop. 13,000) is the hub of a rich agricultural area and offers a variety of cultural, recreational and educational opportunities.