

Graduate Assistant at Rider's Center for International Education

Rider's Center for International Education (CIE) seeks a graduate level Assistant to join the CIE team for the Academic Year of 2021-22.

APPLICATIONS DUE: April 15th, 2021

START DATE: May, 2021

COMPENSATION: The Graduate Student Assistant will be compensated per Rider University's Graduate wages (\$12.30 per hour). This position will also cover the cost of two Graduate courses each Fall and Spring term. S/he will have her/his own office with a computer and telephone.

SCOPE OF RESPONSIBILITIES: The Center for International Education serves both international students coming to study at Rider in a degree program at the undergraduate and graduate levels on two campuses and study abroad students studying abroad at the undergraduate level. The Graduate Assistant will be expected to attend and participate in weekly CIE meetings and assist with many different office duties as needed. These responsibilities will be discussed in the interview.

International Students:

The Graduate Assistant will be expected to carry out duties that involve event planning and implementation as well as traveling with students to key locations for cultural programs. In addition the Graduate Assistant will be responsible for engaging with students who live in Rider's International Community and create and provide some programming for their benefit. And lastly, the Graduate Assistant will be responsible for assisting with International Orientation in late August.

Study Abroad Students:

The Graduate Assistant will learn the CIE's advising system and application system that are used for all study abroad advisement sessions, as well as learn key functionality of Rider's StudioAbroad software. The Graduate Assistant is responsible for advising students on study abroad. S/he will be expected to carry out duties that involve event planning and implementation as well as advising, under the supervision of the CIE professional staff, students who are interested in studying abroad at Rider. The Graduate Assistant will be responsible for the Study Abroad Ambassador program as well as the international mentor program and attending all Open Houses and Admitted Days throughout the Academic Year. The Graduate Assistant will also be responsible for assisting all students participating in short term faculty led programs.

Preference will be given to a student that has lived or studied abroad and has strong communication and interpersonal skills. Strong computer and technical skills are also essential.