

## **Graduate Assistant at Rider's Office of International Education**

Rider's Office of International Education (OIE) seeks a graduate level Assistant to join the OIE team for Summer and Fall of 2023.

APPLICATIONS DUE: April 20th, 2023

START DATE: June 5th, 2023 (Highly desirable)

COMPENSATION: The Graduate Student Assistant will be compensated per Rider University's Graduate wages. 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. Summer courses are not included. This position is 20 hours per week which is the maximum allowed by Rider University for GA positions.

SCOPE OF RESPONSIBILITIES: The Office of International Education serves both International students coming to study at Rider in a degree program at the undergraduate and graduate levels, Exchange students for 1 or 2 semesters and study abroad students studying abroad at the undergraduate level for 10 days, a semester and year long programs. The Graduate Assistant will be expected to attend and participate in weekly OIE meetings and assist with many different office duties as needed helping the international students and all study abroad students.

### 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 (NYC, Philadelphia, Washington D.C.). In addition, the Graduate Assistant will be responsible for engaging with students who are involved with the Global Outlooks club and acting as their club adviser. And lastly, the Graduate Assistant will be responsible for assisting with International Orientation in mid January and late August.

### Study Abroad Students:

The Graduate Assistant will learn the OIE's advising system and application system that are used for all study abroad advisement sessions, as well as learn key functionality of Rider's TerraDotta 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 OIE 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 which fall on Saturdays and/or Sundays. 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.

Students that have experience making newsletters, flyers and promotional materials will be considered.