OISS Graduate Assistant Job Description

The Graduate Assistantship at the Office of International Students & Scholars (OISS) is a 10-month term between (July 1, 2018 – May 31, 2019) 20 hours per week position. Applicant needs to meet the minimum requirements below in order to be considered.

Minimum Qualifications:
1. Currently an enrolled, degree-seeking, full-time graduate student in good academic standing
2. Must be able to work 20 hours a week and some evenings and weekends including summer and winter breaks
3. Demonstrated ability to effectively communicate with people from diverse ethnic and cultural backgrounds
4. Strong working experience with MS Word, Excel, and Publisher
5. Exceptional organizational skills
6. Excellent verbal and written communication skills
7. Knowledge of Lehigh Valley and Lehigh campus resources
8. Must be creative, enthusiastic, and responsible
9. Must be able to commit to a 10 month term between (July 1, 2018 – May 31, 2019)
10. Currently holding a valid US driver’s license and is able to drive a university vehicle (car or mini-van) upon request

Preferred Skills/Experiences:
1. Experience living in another culture and knowledge of more than one language
2. Strong interest in International Education
3. Previous large-scale event planning a plus
4. Experience with social networking channels

Responsibilities:
1. Assisting with programming (trips and social events such as the International Bazaar)
2. Assisting with office duties (filing, running errands, covering front desk when needed, etc.)
3. Assisting with Fall and Spring International Student Orientation including checking in new students prior to the orientation
4. Assisting with all campus events that OISS sponsors or co-sponsors and is responsible for the promotion of such events
5. Contributing to the This Week in Global Lehigh weekly e-newsletter
6. Other duties as assigned
7. This position reports to the Assistant Director of Programs and Global Union in the office of International Students and Scholars (OISS).

This GA position offers a stipend and tuition benefits. If you are interested, please send your resume and a cover letter to Clara Buie (clb305@lehigh.edu) no later than June 1, 2018 at 5pm.