

International House

Graduate Assistant Job Description

The International House is hiring a Graduate Student to begin work between June 1 and July 1 of 2017. Applicants should have experience in the following: developing and implementing programs, supervising others, leading discussions/teaching, working with budgets, etc. The I-House engages and educates students about the world and their responsibilities and opportunities as global citizens. In addition, the International House is a central gathering place for the university's international student population. Graduate Assistants keep the International House functioning on a daily basis. They not only help manage the facility 5 days a week but they also serve as hosts to students from all over the world who come to the University of Tennessee. For more information about the International House, visit this link: <http://ihouse.utk.edu/>

Job Requirements/Qualifications:

- Interest in working with international students and developing international/cultural programming for the campus community
- Ability to interact with individuals from different cultural perspectives
- Self-motivated and able to work independently
- Experience with program planning for small and large events
- Proficiency with MS Office and ability to use social media (Facebook & Instagram)
- Excellent organizational skills, including attention to detail and accuracy
- Ability to work closely with faculty and staff in a professional manner
- The following qualifications are preferred but not required:
 - Experience with international cultures
 - Experience with orientation programming

Responsibilities and Tasks:

- Work closely with coordinator and other graduate assistants to develop and plan the yearly I-House schedule of programs and events (e.g., World Showcase, American Culture Experiences, International Dance Competition, International Festival, Language Practice, etc.) Responsibilities include planning logistics, budgeting, advertising, and facilitating activities.
- Assist in supervising 10-12 undergraduate student assistants, assign tasks and provide guidance in proper completing tasks
- Assist with planning and implementing international student orientation programs and events. (Both fall and spring semesters)
- Accompany international students and scholars on weekend day-trips and excursions as a part of the American Culture Experience (4-5 trips per semester).
- Organize and co-facilitate the International Student Weekend Retreat (fall semester only)

- Assist professional staff with facility daily operations as well as selection and some supervision of student assistants
- Research best practices regarding international student transitions and acculturation to better inform the practices of the Center for International Education
- Provide support to the Director and Coordinator in designing international co-curricular experiences that support international strategies.
- Other duties as assigned

Salary/Benefits:

- Tuition Waiver (9 hours each semester including summer)
- Monthly stipend of \$1125
- Health Insurance

Term:

- 20 hours/week for 12-months

To apply, complete an online application at www.ihouse.utk.edu by March 12, 2017.