



RHODE ISLAND COLLEGE

Job Description

GRADUATE ASSISTANTSHIP- INTERNATIONAL STUDENT OFFICE 2019-2020

The **International Student Office (ISO)** is an integral part of the Unity Center in the division for Community, Equity and Diversity at Rhode Island College. Our mission is to support the institution's internationalization effort and to facilitate and enhance the academic experiences of undergraduate and graduate international students. ISO serves as the main resource hub of support to international students (both newly admitted and current) by providing one-on-one advising services with respect to admission requirements, immigration and visa procedures, work permits, orientation and cultural adjustment and overall transition into the greater New England community.

Department: **Unity Center**

Reports to: Director of the Unity Center

Responsibilities:

- Provide direct professional assistance to the International Student Advisor at the International Student Office (ISO). This includes serving as the first point of contact and setting the tone of a welcoming environment for all ISO visitors which includes students, scholars, faculty, administrators, and other guests. International student enrollment is essential to the advancement of inclusive excellence at Rhode Island College. International students contribute to the diversity of thought on campus by engaging in local and global debates from different cultural perspectives.
- Greet all visitors warmly, politely, and professionally
- Assist in answering phone calls received at ISO; this may include answering basic questions and referring visitors or callers to the appropriate office or department on campus.
- Be able to effectively and enthusiastically explain the enrollment process for both undergraduate and graduate international students. This includes transfer students as well.
- Assist with administrative work as needed; this may include maintaining spreadsheets, filing documents, copying, and scanning documents, creating fliers and sending out invites to events.
- Assist with the event planning of social events and mixers; this may include serving as event coordinator in order to ensure location, food, entertainment, and clean-up is responsibly carried out.
- Assist with the new International Student Oral Histories Video project
- Write articles for the V.I.S.A Newsletter and help keep an updated International Student Handbook
- Assist in keeping ISO office clean and professional at all times
- Assist in maintaining the International Student Advisor's Visitors' Log

Qualifications:

- The graduate assistant must be enrolled in a graduate degree program at Rhode Island College.
- The graduate assistant must be registered for at least 6 credits.
- Excellent verbal communication skills in the English language and ability to clearly explain basic processes and procedures of all aspects of international services, programs, and admissions to international students.
- Have experience living or working abroad, and speak a language other than English.
- Ability to handle a variety of responsibilities with a positive and vibrant disposition.
- Strong writing and organization skills
- Possession of U.S. driver's license (preferred)
- Excellent computer skills

Expectations of the position:

- Maintain confidentiality with regards to international student records and other sensitive information
- Arrive to work on time and stay through the shift as determined.
- Be able to work 20 hours a week, preferably 4-5 hours per day.
- Complete timesheets in a timely manner

Compensation:

Full time Graduate assistants (20 hours per week) receive a stipend of \$3,000 to \$3,500 for the academic year, and remission of tuition and registration fees for the academic year and summer session. Part-time Graduate Assistants (10 hours per week, receive \$1,500 to \$1, 750). Appointments to assistantships are for one year.

This position will help the graduate student develop certain professional skills including communication, leadership, teamwork, and event planning in a higher education environment.

Application Procedures:

Graduate students interested in applying for the International Student Office graduate assistantship should submit a cover letter, resume, and the weekly calendar of the hours available to Dr. Karina Mascorro, International Student Coordinator via email at kmascorro@ric.edu