# Office of Global Engagement
## Graduate Assistant

<table>
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<th>Department:</th>
<th>Global Engagement</th>
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<td>G.A. Position:</td>
<td>Graduate Assistant</td>
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<tr>
<td>Supervisor:</td>
<td>Jenny Kawata</td>
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## Job Description

### Job Functions/Responsibilities
- Assist with international student orientation
- Provide general advising to international students
- Publish newsletters
  - Monthly for current international students
  - Quarterly for counselors & advisers related to int’l recruitment
  - Monthly for prospective int’l students
  - Semi-annual alumni newsletter
- Assist with annual International Dinner
- Assist with international student scholarship selection
- Assist with the annual Study Abroad Fair
- Assist with the Global Ambassador Program
- Provide General study abroad advising
- Represent The Office for Global Engagement at Orientation and Saturday Showcase programs
- As needed, perform general office duties
- Provide transportation with university vehicles as needed, for international students and faculty, for all aspects of the international student program and visiting international faculty/guests at SRU.

## Desired Qualifications
- Previous experience supporting international students
- Previous international travel
- Friendly, outgoing personality
- Responsible and dependable work ethic
- Proficiency with Microsoft Word and Publisher

## Graduate Student Outcomes
- Scope of functions of international office management, international program development, international student advising, international recruitment/admission, and study abroad advising as appropriate
- Competent in developing programming skills and acquire a basic understanding of the structure and function of SRU
# Office of Global Engagement
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### Appropriate SRU Graduate Majors
- Master of Arts or Education in Counseling/Development programs
- Master of Arts - History
- Master of Arts - English

### Supervisor’s Expectations
- 17.5 hours per week average, more during the orientation program and international week as appropriate contracted hours prevail
- Professional behavior, sensitivity for diverse cultures

### Supervisor’s address:
Office of Global Engagement  
Slippery Rock, PA 16057

### Phone Number:
(724) 738-2605

### Email:
jenny.kawata@sru.edu