Office of Global Engagement
Graduate Assistant

Department: Global Engagement
G.A. Position: Graduate Assistant
Supervisor: Pam Frigot

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 International Services Office 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

- Experience with 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
#### Graduate Assistant

**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:** [pamela.frigot@sru.edu](mailto:pamela.frigot@sru.edu)