Office for Global Engagement

Supervisor: Pam Frigot

Position: Graduate Assistant

Job Description:

The Office for Global Engagement Graduate Assistant is a vital team member supporting operational needs and professional staff. This position assists with varied projects such as research for new initiatives and support for current programs and projects related to international students, study abroad programs, institutional partnerships, program development, etc.

Job Functions/Responsibilities:

- Research for best practices, international trends, program options, public resources, etc. as they relate to international programs.
- Assist with current programs as needed, such as institutional partnerships, recruitment agents, Internations Week, International Dinner, Study Abroad Fair, and short-term study abroad programs.
- Perform general office duties, as needed,
- 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 diverse populations
- Previous international travel
- Ability to perform extensive internet searches
- Publication design experience
- Friendly, outgoing personality
- Responsible, flexible and dependable work ethic
- Ability to work with independently
- Proficiency with Microsoft Office Suite

Graduate Student Outcomes:

- Scope of functions for the Office for Global Engagement.
- Competent in developing programming skills and acquire a basic understanding of the structure and function of SRU.

Appropriate SRU Graduate Majors:

- All
Supervisor's Expectations:

- 8.75 hours per week average.
- Professional behavior, sensitivity for diverse cultures

Contact Information:

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