

Towson University
Graduate Assistant for International Housing & ISSO
Job Description

Position Title and Description

Graduate Assistant—International Housing & ISSO; Responsible for coordinating programming, building community, and meeting the general needs of members of international residential community. Housing & Residence Life will supervise the GA for the residence hall responsibilities

Responsibilities

Program Coordination

- Utilizes existing campus resources and contacts to promote and plan programs between domestic and international students to foster interaction. Address the needs of the residential students through community development.
- Maintains office hours in the building to help with faculty/staff activities and various other duties
- Identifies faculty members to serve as resources to students living in the International House; assist faculty members in presenting various programs to students

Project Management

- Assure timely information regarding programs, and relevant information from Housing & Residence Life, ISSO, and campus issues are communicated to students. Assure all communication (i.e., website, flyers, etc.) is current.
- Develops and implements an assessment tool to determine students' needs, interests, and issues

Communication- Written/Verbal

- Responsible for creating various documents, letters and correspondence
- Ability to effectively communicate with members of Towson University's internal and external communities

Computer Skills

- Knowledge of Microsoft Word
- Basic Internet experience and email communication
- Web Page Design

Qualifications:

- 1) A Bachelor's Degree
- 2) Must be enrolled in a Towson University graduate degree program and be approved for an assistantship through the Graduate College Office.
- 3) Successful experience working with others in a non-university setting will be considered, as well as an understanding of student attitudes, issues, problems and concerns.
- 4) Previous cross-cultural experience including living, working or studying abroad and experience with international students in the U.S.

Time Requirements

- 1) Twenty-hour a week position while taking graduate courses; 10 hours dedicated to ISSO and 10 hours dedicated to Housing & Residence Life
- 2) Availability to attend training sessions (times to be given)
- 3) Any additional hours as needed
- 4) The position will be re-appointed on a yearly basis