



Graduate Assistant for the Office of International Education (OIE)

General Description

As an office, our mission is to collaboratively work with the Marquette community to expand awareness, understanding, and knowledge of the diversity and interconnectedness of the world's peoples and cultures. Toward that goal, OIE promotes internationalization by recruiting and advising international students and scholars; developing vibrant partnerships with international institutions for student/faculty exchange and research; administering and broadening international service-learning and study abroad opportunities; providing English language instruction; and increasing opportunities for faculty mobility. The GA will assist the OIE staff in achieving this goal by working in a broad range of international education activities and programming.

Specific Responsibilities

- Work 10 hours per week in the OIE office including regular attendance at the weekly OIE staff meetings.
- Coordinate with the Director a variety of tasks relating to developing and maintaining Marquette's interinstitutional partnerships including organizing visits for overseas partners to campus, researching new partnership possibilities and organizing overseas site visits for OIE staff or faculty.
- Assist OIE staff in developing a comprehensive reentry workshop for study abroad/service-learning students
- Assist OIE staff and student ambassadors with international programming in the OIE program Center
- Assist OIE staff in enhancing pre-departure workshop components for outbound study abroad/service-learning students
- Assist OIE staff in researching other US university study abroad programs to develop "Best Practices" benchmarks
- Assist OIE staff with identifying potential markets for recruitment of students to Madrid, South Africa, Mexico programs.
- Assist in development of manuals for overseas resident directors
- Assist OIE staff in the recruitment, admission processes and cross-cultural advising for undergraduate students

Qualifications

Required:

- A Bachelor's Degree in a discipline related to international education
- Experience with international students or study abroad
- Proficient computer skills including Microsoft Office
- Self-starter and highly motivated. Able to work well with others in a creative and collaborative environment
- Excellent multi-tasking skills and ability to set priorities and readjust as needed.
- Excellent written and oral communication skills

Preferred:

- International experience and demonstrated ability to communicate in an intercultural environment
- Second language proficiency
- Experience in a university setting
- Experience in recruiting, admitting and advising international students or study abroad

Remuneration

- \$6,600 per academic year
- Tuition scholarship of 6 graduate credits