

The Center for International Education's International Student and Scholar Services (ISSS) coordinates and oversees all services delivered to international students and scholars. The ISSS is responsible for providing immigration and non-immigration related advising for all international students as well as preparing and maintaining appropriate documents and immigration records. Graduate Assistants provide a critical support role in offering these programs and services. ISSS is in the process of hiring one new GA.

Graduate Assistant Job Description

Job Requirements/Qualifications:

- Interest in working with international students and scholars
- Ability to interact with individuals from different cultural backgrounds
- Self-motivated and able to work independently
- Strong customer-service skills
- A team player interested in collaboration with others to reach departmental goals
- Good communication skills, both written and oral
- Technical proficiency with MS Office and the ability to quickly learn and utilize software relevant to educational technology applications
- Excellent organizational skills, including attention to detail and accuracy
- Ability to work closely with faculty and staff in a professional manner
- Familiarity with UTK, the Knoxville community and local resources

The following qualifications are preferred but not required:

- Experience living, studying, volunteering or working abroad.
- Proficiency in a language other than English
- Knowledge of HTML/Word Press, video editing and ability to utilize social media to enhance ISSS programs and services.

Responsibilities and Tasks:

- Read and respond to email queries from international students and scholars.
- Send out E-blasts as directed by ISSS staff.
- Update international student and scholar email lists to keep current.
- Provide support to ISSS staff and advisors during international student orientations.
- Update web site, online seminars, forms, and ISSS recordkeeping as directed.
- Assist with international scholar check-ins.
- Complete special projects as assigned by ISSS staff.

Salary/Benefits:

- Tuition Waiver (9 hours each semester including summer)
- Monthly stipend of \$1275 per month
- Health Insurance

Work Hours and Length of Appointment: The position is 20 hours per week for 1 calendar year beginning in June 2019 with the possibility of extending for additional years.